University of Evansville

Doctor of Nurse Anesthesia Practice Program

STUDENT HANDBOOK 2025

Dear Student,

Please read this handbook carefully and become familiar with its contents. Questions regarding the information presented should be directed to Program Administration and/or faculty.

It is your responsibility to keep this book at hand to use as a reference. Additions or updates will be provided to you at the start of each calendar year.

This handbook is designed to provide a framework within which the faculty and students can function together as a community. It provides the Nurse Anesthesia Program policies. These policies apply to all students regardless of location. Members of any community with common objectives must have policies and procedures that ensure that the rights and responsibilities of all are explicit and protected. These policies and procedures are not intended to be restrictive but rather are an instrument to ensure that the operation of the program will be consistent with its obligations as a professional program. All policies and procedures are in effect for the 2025 calendar year. Changes may be made in subsequent years. Students may access the handbook on the program's website at https://www.evansville.edu/majors/nurse-anesthesia-program/index.cfm

The University of Evansville (UE) is accredited by the Higher Learning Commission (HLC). UE is responsible for:
- Supporting the planning by program faculty of curriculum design, course selection, and program assessment
- Hiring faculty and staff
- Complying with the Council on Accreditation (COA) for Nurse Anesthesia programs standards and policies
- Permanently maintaining student transcripts
- Conferring the credential and/or academic degree which documents satisfactory completion of the educational program
- Ensuring that all Nurse Anesthesia Program personnel and student policies are consistent with federal and state statutes, rules, and regulations
- Addressing appropriate security and personal safety measures for Nurse Anesthesia students and faculty in all locations where instruction occurs
- Teaching out currently matriculated students in accordance with the institution's regional accreditor or federal law in the event of program closure and/or loss of accreditation

Table of Contents

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Mission Statements

University of Evansville Mission

To empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.

Vision: The University of Evansville – a leading private university in the Midwest – is recognized nationally for developing students' personal and professional competencies, cultivating critical and creative thinkers, and producing ethical, global citizens equipped to thrive in a world of complexity and change. We accomplish this by attracting and retaining talented and motivated students who succeed within a diverse, supportive, and sustainable environment.

College of Education and Health Sciences Mission

The mission of the College of Education and Health Sciences is integrated with that of the University. Mission: Prepare students to be critical thinkers, lifelong learners, advocates for those they serve and committed to social and civic responsibility.

Vision: To accomplish this mission, the College of Education and Health Sciences seeks to promote student intellectual, personal, social and career development through a supportive and challenging academic environment that encourages critical thinking, ethical behavior, and the ability to analyze and independently solve problems. As a college, we continue our tradition of excellence in preparing competent and caring service-oriented professionals.

Nurse Anesthesia Program Mission

The mission of the University of Evansville Nurse Anesthesia Program is to provide students with a learning environment that fosters the pursuit of excellence in graduate nurse anesthesia education and a life of service and advocacy as evidenced by the provision of safe, cost- effective, evidence-based anesthetic care.

Vision: The Nurse Anesthesia Program endeavors to be a state and national leader in academic and professional excellence in nurse anesthesia education and will remain vigilant and responsive to the needs of its student body and its community.

Professional Boards and Associations

Council on Accreditation of Nurse Anesthesia Educational Programs (COA)
10275 W. Higgins Rd, Suite 906
Rosemont, IL 60018-5601
224-275-9130
Accreditation@coacrna.org

The COA is the accrediting agency for nurse anesthesia programs in the United States, its territories, and protectorates.

Mission:
- To grant public recognition to nurse anesthesia programs and institutions that award post master's certificates, master's, and doctoral degrees that meet nationally established standards of academic quality (quality assessment).
- To assist programs and institutions in improving educational quality (quality enhancement).

The goals of the Council are to:

- Pursue its mission, goals and objectives and conduct its operations with integrity.
- Advise, formulate, and/or adopt standards, criteria, policies, and procedures for the accreditation of nurse anesthesia educational programs, subject to review and comment by all constituencies that are significantly affected by them.
- Foster academic quality in educational programs.
- Utilize evaluation to measure a program's degree of success in meeting programmatic objectives and accreditation requirements within the context of its institutional mission and resources.
- Encourage innovations in program design and/or experimental programs that are based on sound educational principles.
- Ensure responsiveness to its communities of interest including, but not limited to students, programs, and the public.
- Foster student achievement and continuous program improvement as a basis of promoting quality nurse anesthesia services to the public.
- Incorporate public involvement in its decision making related to quality and accountability.

For updates on standards, policies and procedures, accreditation decisions, and accredited programs, you may visit the COA website at http://www.coacrna.org.

American Association of Nurse Anesthesiology (AANA)
10275 W. Higgins Rd, Suite 500
Rosemont, IL 60018
(P) 847-692-7050 (F) 847-720-7617
Info@aana.com

Founded in 1931, the American Association of Nurse Anesthesiology (AANA) is the professional association representing nearly 48,000 Certified Registered Nurse Anesthetists (CRNAs) and Nurse Anesthesia Residents nationwide. The AANA promulgates education and practice standards and guidelines and affords consultation to both private and governmental entities regarding nurse anesthetists and their practice. The AANA Foundation supports the profession by awarding education and research grants to students, faculty and practicing CRNAs. More than 90 percent of the nation's nurse anesthetists are members of the AANA.

The AANA developed and implemented a certification program in 1945 and instituted a recertification program in 1978. It established a mechanism for accreditation of nurse anesthesia educational programs in 1952, which has been recognized by the U.S. Department of Education since 1955. In 1975, the AANA was a leader among professional organizations in the United States by forming autonomous multidisciplinary councils with public representation for performing the profession's certification, accreditation, and public interest functions. Today, the CRNA credential is well recognized as an indicator of quality and competence.

Vision Statement: AANA is the transformational leader driving innovation and excellence in healthcare.

Mission Statement: The AANA advances, supports and protects nurse anesthesiology.

Core Values:
- Integrity
- Member Centered
- Diversity, Equity, Inclusion
- Advocacy
- Growth through Excellence

AANA Motto: CRNA focused. CRNA inspired.

Membership information, meeting dates, and other resources can be found on the AANA website at http://www.aana.com.

National Board of Certification & Recertification for Nurse Anesthetists (NBCRNA)
8725 W. Higgins Road, Suite 525, Chicago, IL 60631
855-285-7762 toll free (F) 708-669-7636
Certification@nbcrna.com

In 1975, the American Association of Nurse Anesthetists (AANA) approved the establishment of Councils to oversee the accreditation and certification processes for nurse anesthetists. In doing so, the profession recognized that credentialing mechanisms, which include examination and certification, function to protect and benefit the public. Nurse anesthetists established a rigorous national certification examination earlier than most nursing, allied health, and medical professions, and became an early adopter of computerized adaptive testing technology. The profession has required recertification since 1978. In 2007, the Council on Certification of Nurse Anesthetists (CCNA) and the Council on Recertification of Nurse Anesthetists (COR) became independent of the AANA and together incorporated as the NBCRNA. While an autonomous organization, the NBCRNA continues to work closely with the AANA on issues of mutual concern.

The NBCRNA credentialing provides assurances to the public that certified individuals have met objective, predetermined qualifications for providing nurse anesthesia services. While state licensure provides the legal credential for the practice of professional nursing, private voluntary certification indicates compliance with the professional standards for practice in this clinical nursing specialty. The certification credential for nurse anesthetists has been institutionalized in many position descriptions as a practice requirement or as the standard for demonstrating equivalency. It has been recognized through malpractice litigation, state nurse practice acts, and state rules and regulations.

Mission: The mission of the National Board of Certification and Recertification for Nurse Anesthetists is to promote patient safety through credentialing programs that support lifelong learning.

Vision: The vision of the NBCRNA is to be recognized as the leader in advanced practice nurse credentialing.

Tagline: Promoting patient safety by enhancing provider quality.

Certification Resources and the National Certification Exam (NCE) Content Outline can be found on the NBCRNA website at http://www.nbcrna.com.

Nurse Anesthesia Program Goals, Objectives, and Outcomes

See Addendum A (adapted in 2024 to align with the University's Higher Learning Commission requirements and to align with updated Institutional Learning Outcomes)

STUDENT COMPETENCIES/OUTCOMES OF THE NURSE ANESTHESIA PROGRAM
(taken from the Standards for Accreditation of Nurse Anesthesia Programs Practice Doctorate, rev. 2024)

"Upon Graduation from the University of Evansville CRNA Program…"

Critical Thinking: The graduate must demonstrate the ability to:

1. Apply knowledge to practice in decision making and problem solving.
2. Provide nurse anesthesia services based on evidence-based principles.
3. Perform a preanesthetic assessment before providing anesthesia services.
4. Assume responsibility and accountability for diagnosis.
5. Formulate an anesthesia plan of care before providing anesthesia services.
6. Identify and take appropriate action when confronted with anesthetic equipment- related malfunctions.
7. Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
8. Calculate, initiate, and manage fluid and blood component therapy.
9. Recognize, evaluate, and manage the physiological responses coincident to the provision of anesthesia services.
10. Recognize and appropriately manage complications that occur during the provision of anesthesia services.
11. Use science-based theories and concepts to analyze new practice approaches.
12. Pass the National Certification Exam (NCE) administered by the NBCRNA.

Communication: The graduate must demonstrate the ability to:

1. Utilize interpersonal and communication skills that result in the effective exchange of information and collaboration with patients and their families.
2. Utilize interpersonal and communication skills that result in the effective interprofessional exchange of information and collaboration with other healthcare professionals.
3. Respect the dignity and privacy of patients while maintaining confidentiality in the delivery of interprofessional care.
4. Maintain comprehensive, timely, accurate, and legible healthcare records.
5. Transfer the responsibility for care of the patient to other qualified providers in a manner that assures continuity of care and patient safety.
6. Teach others.

Leadership: The graduate must demonstrate the ability to:

1. Integrate critical and reflective thinking in his or her leadership approach.
2. Provide leadership that facilitates intraprofessional and interprofessional collaboration.

Professional Role: The graduate must demonstrate the ability to:

1. Adhere to the Code of Ethics for the Certified Registered Nurse Anesthetist.
2. Interact on a professional level with integrity.
3. Apply ethically sound decision-making processes.
4. Function within legal and regulatory requirements.
5. Accept responsibility and accountability for his or her practice.
6. Provide anesthesia services to patients in a cost-effective manner.
7. Demonstrate knowledge of wellness and substance use disorder in the anesthesia profession through completion of content in wellness and substance use disorder.
8. Inform the public of the role and practice of the CRNA.
9. Evaluate how public policy making strategies impact the financing and delivery of healthcare.
10. Advocate for health policy change to improve patient care.
11. Advocate for health policy change to advance the specialty of nurse anesthesia.
12. Analyze strategies to improve patient outcomes and quality of care.
13. Analyze health outcomes in a variety of populations.
14. Analyze health outcomes in a variety of clinical settings.
15. Analyze health outcomes in a variety of systems.
16. Disseminate scholarly work.
17. Use information systems/technology to support and improve patient care.
18. Use information systems/technology to support and improve healthcare systems.
19. Analyze business practices encountered in nurse anesthesia delivery settings.

Patient Safety: The graduate must demonstrate the ability to:

1. Be vigilant in the delivery of patient care.
2. Refrain from engaging in extraneous activities that abandon or minimize vigilance while providing direct patient care (i.e., texting, reading, emailing, etc.).
3. Conduct a comprehensive equipment check.
4. Protect patients from iatrogenic complications.

Perianesthesia: The graduate must demonstrate the ability to:

1. Provide individualized care throughout the perianesthesia continuum.
2. Deliver culturally competent perianesthesia care.
3. Provide anesthesia services to all patients across the lifespan.
4. Perform a comprehensive history and physical assessment.
5. Administer general anesthesia to patients with a variety of physical conditions.
6. Administer general anesthesia for a variety of surgical and medically related procedures.
7. Administer and manage a variety of regional anesthetics.
8. Maintain current certification in ACLS and PALS.

Accreditation Status

The program is accredited by the Council on Accreditation of Nurse Anesthesia Programs.

Admission Requirements

- Meets all University of Evansville Graduate Admission Requirements.
- Submission of online application using NursingCAS.
- Bachelor of Science in Nursing from a regionally accredited school of nursing or a Bachelor of Science in a related field
- Unencumbered license as a Registered Nurse (licensure in IN, IL, and KY required prior to beginning clinical experiences).
- One full-time year of ICU experience at the bedside, two years preferred within the last five years with employer verification-NOT including PACU or OR experience.
- Undergrad GPA of 3.00 or higher on 4.0 scale.
- Undergraduate courses required (within the past 10 years) with a minimum overall grade of B or better: Statistics and Basic Chemistry (no lab required)
- Three professional recommendations/references (at least one from a current employer/direct supervisor) Suggestions for other references include former professors, physicians with whom the applicant has worked closely, or nurses/advanced practice nurses who have observed the applicant in patient care roles or leadership roles. Use Graduate reference form.
- Writing prompt with instructions provided on website and NursingCAS.
- CCRN required
- At least two (2) shadowing experiences with a CRNA or anesthesiologist; provide documentation with shadowing forms.

Interviews

- Interviews will be extended to the most competitive applicants for available seats in the program.
- Interviews will be conducted in a live format.
- Competition for seats changes every year with a different pool of applicants.
- Applicants who miss scheduled interviews or have interviewed unsuccessfully for a seat will be considered by the Admissions committee on a case-by-case basis for future interviews.
- The Admissions Committee will select applicants for interviews and seats in the program.
- Applicants who have interviewed will receive written communication regarding their status. The communication will indicate Admission, Waitlist, or Non- Competitive status.

Admission

- The applicant must have a satisfactory background check prior to being fully admitted into the program. (Matriculation fees will be refunded for unsatisfactory background checks). Background checks must be completed within the first 7 days of acceptance.
- A non-refundable matriculation fee of $2,500 is due within 7 days if extended a seat in the program.
- Matriculation fee will be applied to student's account on admission. If an applicant withdraws from the program, the matriculation fee is forfeited.
- After acceptance, documentation of clinical requirements including immunizations, physical examination, drug test, health insurance, and other documentation as required by our clinical partners.
- Since students are guests, not employees of their clinical sites, all students are required to comply with the clinical requirements for all clinical affiliates.

Deferral

- Should an applicant be accepted and need to defer for personal reasons, they may make a request in writing. If the request is approved by the admissions committee, the applicant must begin the program with the cohort beginning one year following the initial planned start date.
- The non-refundable $2,500 deposit will be required at the time of initial admission to hold the deferral seat
- Should the applicant decide not to begin the program at the requested date of deferral, he/she will forfeit their seat and deposit and must reapply during the next application cycle if they wish to be reconsidered for a spot in the program.

Essential Functions- Technical Standards

(Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC (Memorandum #79-4) and adapted from Midwestern University Nurse Anesthesia Program with permission)
A candidate for the UE Nurse Anesthesia Program must have abilities and skills in five areas: I) observation; II) communication; III) motor; IV) intellectual, conceptual, integrative, and quantitative; and V) behavioral and social. Observation: The candidate must be able to accurately make observations at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation and is enhanced by the functional use of all of the other senses.

Communication: The candidate must be able to communicate effectively, efficiently, and sensitively in both oral and written form and be able to perceive nonverbal communication.

Motor: Candidates must be able to coordinate both gross and fine muscular movements, maintain equilibrium and have functional use of the senses of touch and vision. The candidate must possess sufficient postural control, neuromuscular control, and eye-to-hand coordination to perform profession specific skills and tasks.

Intellectual, Conceptual, Integrative and Quantitative Abilities: The candidate must be able to problem solve, measure, calculate, reason, analyze, record, and synthesize large amounts of information in a timely manner. The candidate must be able to comprehend three-dimensional relationships and understand spatial relationships.

Behavioral and Social Attributes: The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment and the consistent, prompt completion of all responsibilities and the development of mature, sensitive, and effective relationships. Candidates must be able to tolerate physically, mentally, and emotionally taxing workloads and to function effectively under stress. The candidate must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties. Compassion, integrity, concern for others, effective interpersonal skills, willingness, and ability to function as an effective team player, interest and motivation to learn are all personal qualities required during the educational process.

NOTE: Reasonable accommodation will be considered and may be made to qualified students who disclose a disability, so long as such accommodation does not significantly alter the essential requirements of the curriculum and the training program or significantly affect the safety of patient care. Students who disclose a disability are considered for the program if they are otherwise qualified. Qualified students with a disability who wish to request accommodation should provide appropriate documentation of disability and submit a request for accommodation to Debbie Brenton, Coordinator of Disability Services and ADA Coordinator for students at db132@evansville.edu or 812-488-2663.

Faculty Responsibilities

Faculty members recognize their responsibilities as role models of competent educators, scholars, clinicians and servants to the profession and their communities. They strive to provide an effective classroom learning environment and share with students the responsibility for nurturing this environment.

The faculty is responsible for designing, implementing, and assessing a curriculum that uniquely combines the science and art of nursing. Faculty members strive to present information that is supported by currently available evidence to provide students with the tools to evaluate new and existing ideas. It is the faculty's responsibility to guide students in the process of self-evaluation and to promote their development as reflective practitioners and lifelong learners.
Faculty members are responsible for continuing to improve their own practice and teaching skills through activities such as continuing education, advanced certifications, professional development, scholarly activity, and clinical practice.

The faculty will demonstrate the Core Values from the University Faculty Manual (pages 8-9) in the following ways:

Integrity: We promote academic and personal integrity to establish a culture of trust. Academic integrity begins with all students pledging to abide by our honor code, and extends to faculty, staff and administration adhering to our code of conduct. It culminates in an expectation of professionalism, transparency, and respect in all interactions. Personal integrity includes practicing informed, ethical decision-making, and respecting the ideas, rights, boundaries, and beliefs of others. Each member of our community is accountable and prepared to act as a responsible citizen of the world.
Innovation: We recognize the value of interdisciplinary teamwork, creative problem solving, global immersion, and learning experiences at home and abroad. We recognize the value of learning from failure. We have the freedom, flexibility, and motivation to create experiences that help our students think critically and act bravely. Each member of our community is challenged to discover novel solutions to modern problems and to become a catalyst for progress.

Intellectual Curiosity: We strive to develop lifelong learners. We introduce students to a variety of ideas that sharpen existing interests and awaken latent ones. We challenge students to stretch their minds, while supporting them with strong faculty engagement. Research, experiential learning, and community outreach foster intellectual curiosity while exposure to new ideas and technologies broadens our students' view of the world and what might be possible.
Inclusive Community: We value openness and collaboration and recognize that inclusion leads to personal growth. Our commitment to actively fostering a diverse range of cultures and perspectives reflects the characteristics required to thrive in an increasingly global society. The university demonstrates and benefits from inclusion by welcoming all.

Education for the Whole Person: We cultivate intellectual, moral, social, physical, emotional, and spiritual wellness through engagement and discovery. We value the liberal arts, sciences, and professional programs as paths to intellectual and personal growth, and we encourage the integration of knowledge across disciplinary lines. We promote engagement in organizations, programs, and the community as essential to personal development. We equip individuals to examine their world, articulate their values, and develop the character needed to live healthy lives of meaning and purpose.

Student Responsibilities

In order to be successful in the program and develop entry level skills, students will be guided to take responsibility for their education. Student responsibilities include but are not limited to the following:

Accountability:
- Seek and respond positively to feedback from multiple sources
- Acknowledge and accept consequences of one's own actions
- Communicate honestly with peers, patients, clinicians, and academic faculty
- Perform self-assessments and identify resources available within the University to assist one's own progression through the professional program

Altruism:

- Seek ways to place the needs of the class or group above one's own needs
- Work together with classmates and other students in the Nurse Anesthesia Program for the common good of the program
- Mentor fellow students to fully recognize their potential

Compassion/Caring:

- Communicate effectively both verbally and non-verbally with other students, faculty, clinicians, patients, and others, taking into consideration individual differences
- Be an advocate for the needs of classmates and patients
- Demonstrate respect for classmates, faculty, clinicians, and patients and consider each person as unique and valuable
- Recognize and refrain from acting on cultural, social, gender, and sexual biases
- Respect the rights and needs of all individuals

Excellence:

- Internalize the importance of using multiple sources of evidence to support professional decisions and practice
- Engage in the pursuit of new knowledge
- Strive to acquire the highest levels of knowledge and skill in academic and clinical courses
- Value clinical courses as an opportunity to develop professional skills and knowledge

Integrity:
- Be trustworthy
- Abide by the departmental and UE Honor Codes
- Recognize limits of expertise when dealing with clinicians, faculty, and patients
- Adhere to the highest standards of practice

Professional Duty:
- Preserve the safety, security, and confidentiality of patients and colleagues in all professional contexts
- Strive to promote the profession of nurse anesthesia
- Take pride in the profession of nurse anesthesia, the Nurse Anesthesia program at this institution, and the University of Evansville
- Encourage every patient to achieve goals of health and wellness to the best of his or her ability

Social Responsibility:
- Promote cultural competence within the class, clinical affiliations, and the University community
- Participate in community activities
- Participate in political activism
- Advocate for the health and wellness needs of society

Doctor of Nurse Anesthesia Practice; Curriculum and Program Schema

The curriculum is designed to prepare students to practice anesthesia and patient- centered care in a variety of settings, including the operating room, endoscopy suites, free-standing surgical centers, and radiology suites, for a multitude of patient types with various underlying health issues. The curriculum builds a strong base in health information, evidence-based nursing/medicine, and emphasizes the importance of lifelong learning.

The curriculum is built on the mission and goals of the University of Evansville and the Nurse Anesthesia program. It provides core knowledge about established and evolving biomedical, nursing, and clinical sciences in a breadth and depth to prepare students for the advanced clinical practice of nursing.

The sequencing of the curriculum below is designed to assist students in meeting the program competencies and the University's mission and goals.

First Year	Credits	Hours
Spring (Semester 1)		
Anatomy for Nurse Anesthesia CRNA515	4	60
Healthcare Research and Design HSA507	3	45
Introduction to Clinical Anesthesia CRNA560	3	45
Pharmacology I PA520	4	60
Semester Total	14	
Summer (Semester 2)		
Pre-clinical Practicum I CRNA565	1	15
Pathophysiology I CRNA510	3	45
Basics of Nurse Anesthesia I CRNA 513	4	60
Advanced Pharmacology CRNA620	3	45
Semester Total	11	
Fall (Semester 3)		
Basic Principles of Nurse Anesthesia II CRNA514	4	60
Pathophysiology II CRNA511	3	45
Statistics for Appraisal and Evaluation CRNA567	3	45
Pre-clinical Practicum II CRNA570	1	15
Professional Role and Leadership Development CRNA500	4	60
Semester Total	15	

Second Year		
Spring (Semester 4)		
Advanced Principles of Nurse Anesthesia I CRNA613	3	45
Introduction to Clinical Practicum (2 days/wk) CRNA655	4	240
Healthcare Policy and Law for Nurse Anesthesia (online) CRNA502	3	45
Project/Practicum I (CRNA640)	1	15
Advanced Health Assessment (online) (CRNA632)	3	45
Semester Total	14	

Summer (Semester 5)		
Advanced Principles of Nurse Anesthesia II CRNA614	3	45
Nurse Anesthesia Clinical Practicum I CRNA660	8	480
Project/Practicum II CRNA641	1	15
Semester Total	12	
Fall (Semester 6)		
Advanced Principles of Nurse Anesthesia III CRNA615	3	45
Nurse Anesthesia Clinical Practicum II CRNA665	8	480
Project/Practicum III CRNA642	1	15
Semester Total	12	
Third Year		
Spring (Semester 7)		
Nurse Anesthesia Clinical Practicum III CRNA670	8	480
Project/Practicum IV CRNA740	1	15
Nurse Anesthesia Seminar I CRNA780	2	30
Semester Total	11	
Summer (Semester 8)		
Nurse Anesthesia Clinical Practicum IV CRNA765	8	480
Nurse Anesthesia Seminar II CRNA781	2	30
Project/Practicum V CRNA741	1	15
Semester Total	11	

Fall (Semester 9)		
Nurse Anesthesia Clinical Practicum V CRNA770	8	480
Nurse Anesthesia Seminar III CRNA782	2	30

Semester Total	**10**	
Program Total Course Credits	**110**	
Program Total Clinical Hours		**3630**

CRNA Course Descriptions

Please see UE Course Catalog for a list of course descriptions

STUDENT RIGHTS

Policy: Students in the Nurse Anesthesia program are entitled to the same rights as any other UE student.

Procedure: Students' rights and responsibilities are communicated in writing via the UE Student Handbook. Rights and responsibilities unique to the students in the Nurse Anesthesia program may be found in the Nurse Anesthesia Student Handbook. When there is conflict between rights and responsibilities between the 2 handbooks, the Nurse Anesthesia Student Handbook supersedes the UE Student Handbook. https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

Professional Communication Standards and Expectations

Policy: Students will use a faculty and staff member's professional title (Mr./Mrs./Ms./Doctor/Professor) in both oral and written communication unless otherwise directed by the individual faculty member. Frequent communication between faculty and students is critical. This communication takes place individually or in groups orally, as well as electronically.

Procedure: Email is a common method by which students and faculty communicate. Each student is assigned a university email address. Students and faculty will correspond in the university email system. Students are expected to check their university email once daily. Additionally, the faculty may communicate electronically with all students enrolled in a specific course or with individuals via Blackboard. Due to the frequency with which email is used, the following serve as guidelines for its appropriate usage within the Nurse Anesthesia Program:

- Email is an appropriate way to share or notify a faculty member of general information. Email IS NOT to be used for discussion of important student, course, or programmatic issues. Students should schedule an individual meeting with the faculty member involved for these types of discussion.
- All emails must include the identification of a subject in the subject line.
- Professional communication should be used when corresponding by email. This includes the use of proper spelling, grammar, punctuation, etc.
- It is not appropriate to express anger or significant disdain in an email. A face-to-face meeting with the faculty member involved should occur.
- Students must respond to emails sent by faculty members within 48 hours on a weekday or within 72 hours if received on the weekend.

Failure to abide by these guidelines will result in individual counseling, notification of one's advisor, and possible disciplinary actions.

Students are encouraged to utilize faculty posted office hours. All faculty members post office hours on their syllabus. Scheduling an appointment with a faculty member is recommended to ensure faculty availability.

Contact information for the Nurse Anesthesia Program faculty and staff is available on the department's website.

Any change of name, telephone number, address, or email is to be reported to the Administrative Assistant in the Nurse Anesthesia office, the student's faculty advisor, and the Office of the Registrar.

Academic Advising

Policy: Nurse Anesthesia faculty members provide academic advising to all students in the Nurse Anesthesia program. Academic advisors guide and assist the students with career and professional development. Advisors will review students' academic plans/progress a minimum of one time per semester and will meet with student advisees as needed to address issues/concerns and review progress.

Procedure: Upon admission to the program, each student will be assigned an academic advisor to assist in meeting the objectives of the educational program and to guide the student's professional development.

The advisor for each student will:

1. Maintain a program and development record for each student which may include:
    a) Courses taken, grades, and GPA
    b) Curriculum prototype showing graduation requirements
    c) Student professional development training materials
    d) Documentation related to professional behavior
2. Allow student access to the student's departmental record under the advisor's supervision.
3. Assist the student with course registration and evaluation of progress in the program in an effort to plan for future course work. The advisor will inform the advisee of available dates and times for conferences.
4. Confer with the student as necessary to guide and assist the student's professional growth. Professional development materials will be updated each year outlining the student's academic, clinical, and professional development goals.
5. Assist the student in identifying personal and professional objectives.

The student will:
1. Actively participate in planning of their professional development.
2. Confer with the advisor before withdrawing from a course or withdrawing from the Nurse Anesthesia program.
3. Engage in ongoing self-evaluation of progress toward academic, clinical, and professional goals.
4. Confer with the advisor as necessary and as desired.
5. Provide the advisor with current contact information. Each student should update the student's mailing address, telephone number, and email address on an annual basis or as changes occur.
6. Arrange and keep appointments with the advisor.
7. Attend all advising sessions as scheduled with the advisor.
8. Sign and complete form details within the academic advising binder after each scheduled session.

Access to Information

Policy: Accreditation status, admission criteria, acceptance rates, matriculation rates, graduation rates, licensing board pass rates, and employment opportunities are made available to all interested parties.

Procedure: Accreditation status, admission criteria, licensing board pass rates, and employment statistics are available on the department's website for the Nurse Anesthesia Program (https://www.evansville.edu/majors/nurse-anesthesia-program/). Accreditation status, pass rate on the licensure exam, and employment statistics are also available in the Nurse

Anesthesia admission brochure. Acceptance rates, matriculation rates, graduation rates, and employment rates for the Nurse Anesthesia Program are also available from the Program Administrator upon request.

Student Records

Policy: Student files are maintained electronically and minimally include the following:
1. Student has met published admission criteria
2. Student has met institution and program health screening and immunization requirements
3. Student performance while enrolled
4. Remediation efforts and outcomes
5. Summaries of any formal academic/behavioral disciplinary action taken against the student
6. Student has met requirements for program completion

Policy: Nurse Anesthesia students do NOT have access to the academic records or other confidential information of other students or faculty.

Procedure: Student records will be kept accordance with the UE student handbook.
https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

Student Health Records

Policy: Student health records are confidential and must not be accessible to or reviewed by program, principal or instructional faculty or staff except for immunization and tuberculosis screening results which may be maintained and released with written permission from the student.

Procedure: A student must obtain a current physical exam (within 12 months) for enrollment at the University of Evansville. The record is to be given and kept at the student health center. The Nurse Anesthesia Program WILL NOT accept any portion of the health record. The program will only verify that a current physical exam is on file. Any sharing of the physical exam or health record will be coordinated by the student, not the Nurse Anesthesia Program.

Privacy and Confidentiality – (FERPA)

Policy: The University of Evansville complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended (Public Law 93-380).

Procedure: University procedures can be found at https://www.evansville.edu/registrar/recordAccess.cfm. All permanent Nurse Anesthesia student records are maintained electronically in the Nurse Anesthesia Program share drive. Access to these records is limited to department personnel. Other student records are maintained in the offices of faculty advisors that are kept locked when the faculty member is not in the office. Each faculty member has an individual office that can

be used to ensure maximum privacy in conversations with a student. Confidential information includes but is not limited to health status, student counseling and advising sessions, clinical performance, and grades. Release of any medical/health information will require the written informed consent of the student for each inquiry.

Privacy in Healthcare Education – HIPAA

Policy: Competency in the Health Insurance Portability and Accountability Act (HIPAA) must be demonstrated prior to a student going to a health care facility for any experiential learning activity or clinical course.

Procedure: Education on HIPAA will be provided to students during the first semester of the Nurse Anesthesia Program, prior to the start of any experiential learning activity or clinical course. If for some reason a student is unable to attend the mandatory class, the student must acquire the necessary information from the instructor and/or from audiovisual aids. Competency may be determined by satisfactory completion of a quiz or other educational tool about HIPAA that may be required by clinical sites prior to individual rotations. Each student is required to review this information independently as required by clinical partners. It is the responsibility of the clinical facilities/coordinators to instruct the student in the appropriate facility specific information about HIPAA prior to the student beginning his or her clinical course work at the health care facility. The program will assist students in clinical site credentialing.

Harassment and Discrimination Statements and Policies

The University adopted a new Harassment and Discrimination Policy prior to the 2019- 2020 academic year. The policy governs all students, employees, alumni, independent contractors, vendors, as well as all visitors and guests of the University of Evansville, who are participating in University programs or activities, or on University owned, affiliated, or operated properties and can be found on page 58 of the University Faculty Manual.

Policy: Please use this link to view the University of Evansville's policy on harassment and discrimination in section 7: https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

Procedure: Program will follow the procedure for filing a complaint with the University outlined in the UE Student Handbook. The Harassment and Discrimination Policy for students is clearly outlined in the University Student Handbook starting on page 139. Students are responsible for reviewing the policy and following the procedure for filing complaints if he/she feels they have experienced discrimination or harassment while enrolled as a student at the University

Academic Progression

Policy: UE Nurse Anesthesia students must complete all courses within the University of Evansville Nurse Anesthesia curriculum with a minimum score of 80% or higher.

Procedure: The Nurse Anesthesia Program will monitor student grades through UE transcripts at the end of each semester. Any student who does not meet the minimum score requirements for successfully passing a course will be subject to the UE Nurse Anesthesia remediation and dismissal policies.

Policy: UE Nurse Anesthesia students must complete all University of Evansville requirements for graduation as stated in the University Student Program Handbook and University of Evansville Course Catalog.

Procedure: The Nurse Anesthesia Program, through faculty student advisors, will monitor any additional requirements UE Nurse Anesthesia students may need to meet University graduation requirements. This may include items such as, but not limited to, financial aid, application for graduation, program projects not related to a specific course, etc.

University GPA Requirement for Graduate Programs

Policy: The University of Evansville requires that all graduate students must have a minimum overall GPA of 3.0 to confer a graduate degree. All graduate work is counted and none of it may be omitted in computing the overall grade point average.

Procedure: Faculty advisors will monitor semester and overall GPAs at the end of each term. Any student falling below an overall 3.0 GPA will be required to meet with their academic advisor on a monthly basis at a minimum, and should the GPA not be brought to a 3.0 by the end of the semester, the student will be dismissed from the program (per the Nurse Anesthesia Program requirements).

Academic Progression/Grading

Policy: The UE Nurse Anesthesia Program expects that all graduate level coursework should result in a minimum earned grade of "B." A student may receive a final didactic course grade of "C" only once in the program.

Procedure: The first earned individual grade (assignment or exam) below 70% (C) within a course will require a scheduled meeting with the Program Administrator, their advisor, and the course instructor to discuss the student's performance. The student will receive an academic warning and may be required to complete a self-assessment.

Procedure: A student who receives an exam score <70% may automatically be placed on academic probation. Although an academic warning should have been given with a failed individual assignment or exam grade and anesthesia faculty strive to maintain consistent communication with faculty who teach non-anesthesia courses, a grade in a non-anesthesia course could be overlooked. Therefore, anesthesia faculty reserve the right to place a student on academic probation if 3 exam grades <70% are discovered across the curriculum, regardless of whether the student received a previous academic warning.

A final didactic course grade of "C" will place the student on academic probation and require a mandatory self-assessment. The student will meet with their academic advisor on a monthly basis to monitor progression.

A student who receives a second final didactic course grade of "C" will be dismissed from the UE Nurse Anesthesia Program (regardless of cumulative GPA).

The UE Nurse Anesthesia Program Grading Scale is based on the following 4.0 grading system:

A = 90-100% (4.0 Quality Points)
B = 80-89.9% (3.0 Quality Points)
C = 70-79.9% (2.0 Quality
Points) F = Below 70% (0.0 –
Failing)
(There is no grade of "D" in the program)

Exam Policy (Updated Fall 2024)

Policy: Exam scores <70% are considered failed requiring re-testing and application of the UE DNAP Exam Re-testing Policy. Re-testing guidelines apply only in designated courses; the option for re-testing is at the discretion of the course instructor/coordinator. Failure of two exams results in an academic formal warning. This will occur even if the SRNA has a GPA above the required 3.0. Failure of three program exams results in academic probation. This will occur even if the SRNA has a GPA above the required 3.0. Failure of four program exams may result in dismissal from the program. This may occur even if the SRNA has a current GPA above the required 3.0.

Exam Retesting Guidelines: (For didactic exam scores below 70%):

- Remediation requirement: Failure of an exam requires the SRNA meet with the course instructor/coordinator and/or core faculty to determine further actions.
- SRNAs are not allowed to review the didactic exam or specific questions in their entirety. The core faculty or course instructor will identify the exam components and concepts that are appropriate to review.
- At the discretion of instructors, SRNAs may be required to provide written synthesis of deficient concepts to demonstrate an adequate knowledge base before retesting.
- Exams must be re-taken within the period designated by the program faculty/instructor.
- Despite the re-take score achieved, the maximum exam retesting score is 70%.
- Students failing to demonstrate satisfactory improvement may be dismissed from the program. This dismissal will take place only after a student has been made aware of the deficiencies, remediation has occurred, and necessary improvement has not been demonstrated.
- Dismissal from the program may occur if a student is given a third disciplinary action after receiving a formal warning and probation.

Exam Review

Policy: Exams will be reviewed either as a class or individually after everyone has taken them.

Procedure: Faculty will have a copy of your exam. You may not leave the classroom or office area with the test or answers. You may not write down or take pictures of any exam question. Failure to comply may result in disciplinary

action. Examinations will no longer be able to be reviewed after one week from the date of the exam. You may challenge the answer to a question if you feel that the key answer is wrong or that your answer is correct and should be counted as such. You have 1 week from the time of the exam to present a challenge. Please provide the question number, the answer listed as correct, your answer and an explanation of why you feel your answer is correct (complete with supporting references from the NCE bibliography). A challenge will not be considered if it is not written professionally. (This means non-argumentative, correct spelling and grammar is used).

Procedure: Faculty members strive to post grades in a timely manner based on teaching schedules and other responsibilities. Individual faculty members reserve the right to request a specific amount of time (not more than 72 hours) to review exam questions and grades prior to posting. Each faculty member will include their guidelines within syllabi, and students are responsible for being familiar with the policies in each syllabus.

Procedure: If you don't understand something (whether or not it is related to an exam) contact faculty via email, phone or use the office hours. Be sure to keep track of your scores to be sure your posted scores are accurate.

Please see Addendum B for the Academic Warning/Probation Policy, Procedure, and Self- Assessment.

Clinical Practicum Progression/Grading

Policy: The UE Nurse Anesthesia Program expects that all clinical practicum coursework should result in a minimum earned grade of "B". A student may not receive a "C" in a clinical practicum course. If a "C" is earned in a clinical practicum, the student will be automatically dismissed from the program.

Procedure: A student who has been identified as "not progressing" in a clinical practicum will be called to a Clinical Review meeting. The purpose of the clinical review meeting is to identify pathways for student success and progression. A student requiring a Clinical Review will be placed on clinical probation for at least 30 days for evaluation.

A student who fails to progress during their probationary period or receives a final clinical practicum course grade of "C" will be dismissed from the UE Nurse Anesthesia Program (regardless of cumulative GPA).

Please see Addendum C for the Clinical Review Policy, Procedure, and Self- Assessment.

Program Completion Timelines

Policy: A student must complete the Nurse Anesthesia Program within 36 months of starting the program. The program begins in January and ends in December after 3 years of full-time study.

Procedure: If a student leaves their original cohort before clinical residency begins, the student will be required to reapply to the program. Readmission is not guaranteed, and the admissions committee requires a unanimous CRNA faculty vote to approve readmittance.

Students who have been out of didactic learning for greater than 6 months will be required to reapply to the program. If reaccepted, the student must sign and agree to a memorandum of understanding about tuition and grading expectations for previously taken coursework.

A delay in program completion for students who have entered clinical residency MAY be granted by the program administration. Progression plans are subject to approval of clinical residency partners and new progression plan feasibility.

Students who have been out of clinical residency for greater than 6 months will be discharged by the program. Readmission is not guaranteed, and the admissions committee requires a unanimous CRNA faculty vote to approve readmittance.

Withdrawal from a Course

Policy: Students within the UE Nurse Anesthesia Program are not permitted to withdraw from a course and remain an active Nurse Anesthesia student.

Policy: Per University policy, the option of withdrawing from a course and receiving a grade of "W" on the academic transcript is possible within the withdrawal period listed on the academic calendar each semester. A student may elect to withdraw from any course at any time; if the student wishes to return to the UE Nurse Anesthesia Program, they must formally reapply.

Policy: Withdrawals due to medical emergencies will be reviewed on an individual basis by program administration. Procedure: See Program Completion timeline for the appropriate procedure that applies.

Summative Experience (Self-Evaluation Examination)

Policy: The Nurse Anesthesia Program will require a summative evaluation of each student in the form of the NBCRNA Self-Evaluation Examination (SEE) prior to completion of the program to verify that each student is prepared to enter clinical practice.

Procedure: The requirement is primarily assessed through the Self-Evaluation Examination (SEE). Students must take the SEE prior to the conclusion of the second year in the program. The achieved score on the exam will be worth 50% of the final grade in CRNA615 – Advanced Principles in Nurse Anesthesia III (year 2, semester 6), therefore, a rigorous study schedule will be crucial. The following scale will be utilized:

SEE Score	Course Grade
300-399	0%
400-409	90%
410-419	92%
420-429	94%
430-439	96%
440-449	98%
450+	100%

In order to successfully complete CRNA 782 – Nurse Anesthesia Seminar III (year 3, semester 9), students must obtain a score on the SEE designated by the faculty based on the most current statistical data and correlations to first-time NCE pass rates. If the required score is not attained prior to course completion, the student will receive an incomplete in the course. This score will be clearly defined by the faculty to the students prior to applying to take the exam. After SIX SEE attempts a composite score can be evaluated (average highest score in each category from all attempts) and if that meets the defined score it will be considered a passing attempt. Should a student receive an incomplete in the course, they will be allowed to participate in graduation ceremonies as long as all other graduation requirements have been met. The registrar's office will hold the grade at an incomplete for up to one year until the student can meet the required SEE score and complete the course, after which time, the graduation date will be updated, and the program will endorse the graduate as a candidate to take the National Certification Examination (NCE).

Program Endorsement to take the National Certification Exam (NCE)

Policy: The National Board of Certification and Recertification for Nurse Anesthetists (NBCRNA) requires that the accredited Nurse Anesthesia Program endorse a student prior to being allowed to sit for the NCE. Endorsement consists of validation of completion of all didactic components, required skills, and vetting of a student's professionalism.

Procedure: The UE Nurse Anesthesia Program will endorse a student to sit for the NCE exam when the student has successfully demonstrated his/her ability to pass the SEE exam with a score designated by the faculty based on the most current statistical data and correlations to first-time NCE pass rates, successfully completed the doctoral scholarly project requirement, and demonstrated professional behavior through faculty and Program Administrator endorsement and review of records. The purpose of the National Certification Examination (NCE) is to assess the knowledge, skills, and abilities necessary for entry-level nurse anesthesia practitioners. A candidate who holds "certification eligible" status with the NBCRNA has successfully completed an accredited nurse anesthesia educational program and has been granted eligibility status to take the NCE by the NBCRNA.

Successful Course Completion

Policy: Course faculty have the responsibility for determining successful completion (achieving competence) in their assigned courses. Course faculty must have all requirements for successful completion of a course within the posted syllabus.

Procedure: All criteria for successful completion of a course must be articulated within the course syllabus that is provided to the student in written or electronic form. Every student is responsible for reviewing these criteria, including

the methods of evaluation and grading. Any UE Nurse Anesthesia student who does not successfully complete a course will be dismissed from the program

Demonstration of Professional Behavior

Breaches in professional behavior, which include any unsafe, unethical, or unprofessional activity may prevent a student from successfully completing coursework or clinical residency, even if the student successfully completes other course requirements. Breaches in conduct may result in disciplinary action, up to and including dismissal from the program.

Academic Integrity

Policy: Academic integrity is expected of all students and faculty. Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to, cheating and plagiarism. The University of Evansville has an Honor Code that is included in the University's Student Handbook, beginning on page 23 of Section 5.
https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

It is each student's responsibility to become familiar with the Honor Code. Consult the course instructor if you have questions as to whether a behavior constitutes illegal or unethical conduct. Disciplinary actions may include, but are not limited to counseling, grade deductions, course failure, and dismissal from the Program and expulsion from the University. Failure of a course within the program due to a breach of the University Honor Code will result in immediate dismissal from the Nurse Anesthesia Program.

Examples of academic dishonesty (not inclusive list):

1. Sharing of memorized or recalled questions from any examination, including Simulations and practical exams, constitutes cheating, unless the faculty member allows students to retain copies of examinations.
2. Discussing specific questions with classmates or writing down questions from the examination is not permitted.
3. Receiving or distributing to anyone else a copy of previous examination items.
4. Plagiarism is defined as representing another person's intellectual property, i.e., words, ideas, data, or work, as one's own.
5. Materials found in course manuals, including examples of case documentation, should be considered the intellectual property of the instructor(s) or the source cited by the instructor.
6. Students may not submit work previously submitted to fulfill requirements in another course unless approved by the instructor.

All assignments must be completed independently unless explicitly designated as group work by the instructor. Students are expected to provide accepted forms of acknowledgement for all written assignments and presentations in the classroom as well as clinical areas.

Procedure: Faculty will discuss with the student involved any suspected incident of cheating, plagiarism, or other form of academic dishonesty. If the student accepts responsibility for the alleged violation, a document outlining the occurrence and the disciplinary action taken will be placed in the student's personal file or sent to the Dean of Students. This letter will be composed by the faculty member and signed by the student(s) involved. If the student does not accept responsibility for the occurrence and the faculty member continues to believe that an infraction took place, the faculty member will report the incident inwriting to the Dean of Students. Formal investigation will occur in accordance with the University Honor Code policies.

Students who are determined, through confession or due process, to have violated the Honor Code, but are not dismissed from the program, will be placed on an individual corrective program as determined by faculty discussion. Counseling may be required in individual cases.

Students are guests of our clinical partners; the university and the Nurse Anesthesia program can NOT require the clinical partners to accept/reaccept students who they do not agree to train in residency. Clinical violation hearings are not subject to the Honor Council but will follow the honor code process. Clinical violation hearings will be conducted by a quorum of CRNA/MDA faculty who can appropriately weigh the gravity of the violation in relation to anesthesia care. Violations of patient safety and fraudulent documentation of clinical care or residency requirements MAY result in immediate dismissal. If dismissed, the student is not eligible for readmission.

Safe, Ethical, and Professional Behavior

Policy: Students in the Nurse Anesthesia Program must demonstrate appropriate safe, ethical, and professional behavior as well as didactic course competence to progress through the program. It is the responsibility of the student to exhibit these behaviors in all situations in accordance with the AANA Code of Ethics for the CRNA. https://issuu.com/aanapublishing/docs/code_of_ethics_for_the_certified_registered_nurse_?fr=sZGY1YTU2NDAxMjU

Students are expected to adhere to the University and department policies for conduct. See the University Student Handbook (specifically the policy entitled Student's Rights and Responsibilities) and general campus policies for additional details in section 5 of the handbook (https://www.evansville.edu/offices/deanstudents/student-handbook.cfm)

Unsafe, unethical, or unprofessional behavior may prevent a student from successfully completing a didactic or clinical coursework even if the student successfully completes other course requirements. Breaches in conduct resulting in course failure will result in dismissal from the program.

Procedure: Each student will annually self-assess his/her demonstration of the AANA Code of Ethics. Faculty advisors will also annually evaluate their advisees on their progress toward meeting the values in the Code of Ethics. Input for this evaluation may be provided to the student's advisor by other academic or clinical faculty.

1. Each student should schedule a meeting with his/her advisor regularly (bi-annually at a minimum) to discuss the student's academic and professional progress.
2. Any student who demonstrates unethical, unprofessional, or unsafe behavior will meet initially with the faculty member who is first aware of the behavior.
   a) The faculty member should complete a Breach of Professional Conduct form **(Addendum D)** when a student displays professional conduct that is considered inappropriate. (See examples below).

b) In the case of relatively minor infractions (i.e., tardiness, sleeping in class, failure to respond to a faculty email message) the faculty member is encouraged to engage in a face-to-face discussion with the student regarding his/her behavior prior to completion of the Breach form. Completion of a Breach of Professional Conduct form should represent consistently inappropriate behavior.

c) However, the nature of some behaviors, such as use of unauthorized aid and failure to maintain patient/client safety or confidentiality, dictates submission of formal notification after a single occurrence.

d) The Breach of Conduct form is transmitted electronically to the student, academic advisor, and Program Administrator.

e) The appropriate Academic Warning/Probation or Clinical Review process will follow. See **Addendum B** and **C** for policy and procedure.

f) If a student disagrees with the intervention plan, they may lodge a formal complaint and follow the steps outlined in the Nurse Anesthesia Program Student Grievance Policy.

g) If there is a second documented case of misconduct, the student will be dismissed from the program.

Examples of unprofessional behavior include but are not limited to the following:

1. Inappropriate communication, by any means, with academic and clinical faculty, staff, patients, classmates, and colleagues. This includes contacting clinical facilities in an attempt to arrange clinical course placements.
2. Failure to comply with professional requests asked of faculty or clinical preceptors in either an untimely manner or with repetitive requests.
3. Disrespectful/disparaging comments to or communication with academic and clinical faculty, staff, patients, classmates, and colleagues. This includes face-to-face, email, or text communication.
4. Consistent late arrival for or early departure from class, experiential activities, clinical courses, scheduled individual or group meetings or any other required event.
5. Violation of the departmental or University Honor Code.
6. Late completion of course requirements including but not limited to health documents, HIPAA and Infection control quizzes, criminal background checks, written assignments and out of class experiences.
7. Lack of preparation or participation in academic or clinical courses, including but not limited to sleeping in class, not being prepared to participate in class discussions or demonstrations, or not providing clinical faculty with the appropriate forms/documentation on the first day of the clinical experience.
8. Failure to forward clinical documents to the appropriate faculty member, including the Clinical Performance Instrument and other required clinical forms.
9. Consistent lack of initiation/responsibility in communication about academic and clinical issues.
10. Consistent disruption of class or experiential or clinical courses by use of electronic and non-electronic devices.
11. Inappropriate touching during Simulation or practical experiences (e.g., unnecessary palpation near genitals or breasts).
12. Offensive jokes or comments (e.g., those based on ethnic background, gender, religion, and scatological jokes/comments).
13. Inappropriate or disruptive use of laptop computer or other electronic devices in class.
14. Unprofessional posting on social media.
15. Unprofessional email communication
16. Failure to follow directives of the faculty or supervising practitioners.

Examples of unsafe behavior include but are not limited to:
1. Any concerns regarding unsafe patient care.
2. Safety concerns flagged on Clinical Performance Instrument.
3. Falsification of patient records.
4. Falsification of training logs.
5. Improper use of electrical equipment.
6. Leaving a patient unsupervised while temporarily leaving the area.

Clinical Expectations and Policies
Nurse Anesthesia Clinical Practicum

Clinical Rotations

Policy: There will be written and signed agreements between the UE Nurse Anesthesia Program and the clinical affiliates used for rotations that define the responsibilities of each party related to the educational program for students.
Policy: The University of Evansville Program of Nurse Anesthesia will provide all required rotations.

Policy: Each student is responsible for arrangement and payment for accommodations and transportation associated with clinical course work unless otherwise specified.

Policy: The nurse anesthesia faculty will make annual site visits to each clinical site to ensure that all supervisory rules and evaluation policies are followed. An onsite clinical coordinator will serve at each site and be made aware of all supervisory rules and evaluation policies impacting students.

Procedure: The Nurse Anesthesia program DOES NOT guarantee that rotations will be within a specific "mile radius" from the University. Due to the nature of our training, we have obtained agreements with clinical affiliates in Indiana, Illinois, Kentucky, and Ohio to ensure that students are afforded the best experiences possible while in training. Students will be responsible for housing, food, and travel expenses during their rotations. Some rotations will have call rooms available for students to stay in while at the facility. Clinical oversight of graduate students in the clinical area will not exceed 2 graduate students to 1 CRNA or 2 graduate students to 1 anesthesiologist if no CRNA is involved.

Risk-Free Right of Patients to Refuse to Participate in Clinical Education

Policy: Patients have a risk-free right to refuse to participate in clinical education.
Risk-Free Right of Students to Refuse to Participate in Specific Clinical Education Experiences Policy: Students have a risk-free right to refuse to participate/prescribe anything that
violates their religious or cultural beliefs. However, students must understand that refusing to participate in clinical education will limit their experiences and may prevent him/her from achieving the case requirements necessary to graduate from the program.

Procedure: When possible, a student should inform the onsite clinical coordinator of any clinical procedures or potential situation that may arise that would violate their religious or cultural beliefs. The onsite clinical coordinator will work with the clinical site/preceptor to accommodate the situation. If a situation arises, the student must communicate with the

preceptor in a professional manner indicating their desire to be excused from the clinical activity due to personal beliefs. The student should notify the Clinical Director of the program of the event.

Student Identification

Policy: Students must be clearly identified as Nurse Anesthesia Residents (NARs) or Student Registered Nurse Anesthetists (SRNAs) at all times while in clinical settings. Student IDs will be provided prior to the clinical year.

Procedure: Each student is required to wear a name badge during experiential and clinical course work that includes University of Evansville, Nurse Anesthesia Program, and his/her given and surname. This may be a badge that is provided by the facility itself. Students are required to introduce themselves to patients as NARs or SRNAs and are required to ask each patient for permission to treat prior to initiating treatment.

Student Evaluation of Courses

Policy: Students are required to complete course and instructor evaluations at the end of each course. Students will also be required to complete additional curriculum, program evaluations as needed to assess the Nurse Anesthesia program.

Role of Clinical Site Personnel

Certified Registered Nurse Anesthetists (CRNAs) and Physician Anesthesiologists at clinical agencies serve as clinical coordinators and/or clinical preceptors. Clinical coordinators and clinical preceptors are licensed in the appropriate jurisdictions and institutionally credentialed to provide anesthesia. Clinical preceptors remain immediately available to the student during each assigned case or experience.

Clinical Preceptor

The clinical preceptor Is responsible for the supervision of the SRNA while practicing at the clinical site. The clinical preceptor assists in clinical instruction, including feedback on the student's performance in the clinical setting. The daily clinical evaluation form includes an assessment of the student's ability to maintain patient safety; the ability to apply the principles of anesthesia to provide individualized perianesthetic management; the ability to perform acquired technical skills; the ability to apply prior knowledge to synthesize and analyze information to deliver competent nurse anesthesia care; the ability to effectively communicate, collaborate, and lead; and the ability to demonstrate professionalism, emotional management, and situational awareness. Each clinical preceptor has the right to remove a student from a clinical setting/agency if the student is not prepared for the practicum experience. Students should at no time be precepted by an anesthesiologist assistant (AA).

Clinical Coordinator

The program appoints a clinical coordinator for each clinical site to guide student learning. A CRNA who possesses a master's degree (doctoral preparation preferred) or a physician anesthesiologist may serve in this capacity. The clinical coordinator assumes responsibility for creating a student orientation to the clinical site that provides the student with role expectations and responsibilities and identifies available learning resources. The clinical coordinator should also orient the student to the policies and procedures of the hospital and department. The clinical coordinator is responsible for assigning students to all patients and clinical experiences. The clinical coordinator volunteers to serve as a liaison between the clinical site and the University and between the clinical site and the students. The clinical coordinator compiles constructive clinical feedback obtained through discussion with the clinical preceptors and reports to the University on student progress through multiple mechanisms, including end of rotation evaluations.

Student Clinical Expectations

1. Students must contact the clinical coordinator of the next assigned clinical site 5 weeks before the rotation starts to allow time for proper onboarding. The student may be asked to submit a PDF report of proof of license, certifications, immunizations, and background and drug screen upon initial contact with the clinical coordinator. The student maintains responsibility for completing onboarding steps necessary to rotate at the facility.
2. Clinical sites must provide an orientation for the SRNA before the rotation. Should the student be unclear about the policies or expectations for the rotation, they are expected to be assertive in communicating the need for further clarification with the clinical coordinator or preceptor prior to initiation of patient care.
3. Students are expected to recognize and adhere to the organizational culture of the facility.
    a. Students are expected to follow all personal policies of the assigned clinical facility and adhere to policies and procedures that govern anesthetic care delivery.
    b. Understand and utilize the proper chain of command in a variety of circumstances.
    c. Become familiar with the accepted procedures for communication, whether it be telephones, pagers, computers, etc...
4. Students are expected to analyze the various facilities and determine information regarding the following:
    a. Composition of the anesthetic team.
    b. Departmental management strategies regarding policies, organizational culture, budget, finances, scheduling, in-service.
    c. Utilization of other healthcare providers and support personnel.
    d. Care and ordering of anesthesia supplies, equipment, and resources.
    e. Care and recording policies for narcotic and other anesthesia related drugs.
    f. Required information needed on anesthetic records, billing cards, other patient reports.
    g. Protocols for various procedures.
    h. Infection control protocols in various facilities.
    i. Policies governing banked blood and blood products.
5. Students will always function within legal and regulatory requirements.
6. Students will adhere to the Standards for Nurse Anesthesia Practice and the Code of Ethics for Certified Registered Nurse Anesthetists.
7. Students are responsible for maintaining the confidentiality of patient information.
8. All students are expected to be prepared to provide nursing care for the patient to whom they are assigned and to have completed all assignments that constitute preparation for activities in which they are going to engage. Each clinical preceptor has a right to remove a student from a clinical setting if the student is not prepared for the practicum experience. Students who are repeatedly unprepared will face potential disciplinary action, failure of the course, or removal from the program of study.
9. All student anesthetists will be in scrubs no later than 6:00 AM unless directed otherwise by the clinical coordinator or designee. Each affiliating institution will designate an area for securing the students' personal items.
10. Dress codes in the operating room suite are to be followed at all times, period. The following procedures will be adhered to while in the OR suite:
    a. Students should dress consistent with the guidelines at the clinical site in which they are assigned. Attire in the operating suite or labor and delivery suite will be provided and designated by the affiliating institution.
    b. A name tag designating the student's name and status will be worn when interacting

with patients or performing tasks associated with the affiliation.

    c. Where appropriate, masks will be worn in the operating room when sterile packs are open. Masks are designed for one time use and will be discarded upon exiting the operating room.

    d. Gloves and goggles will be worn in accordance with policies at each clinical site and OSHA guidelines.

    e. Gloves and goggles will be worn in accordance with policies at each clinical site and OSHA guidelines.

    f. Shoe covers or designated shoes will be worn at all times in the operating room or in accordance with the clinical affiliation policy.

    g. Surgical hats must be worn when in the operating rooms, with all hair covered or in accordance with the clinical affiliation policy.

    h. Hands must be washed between patients and more often as necessary.

    i. Operating room attire may not be worn outside the hospital.

    j. Hospital policies on infection control must be followed.

    k. Professional street clothes may be worn outside the operating room under a clean white lab coat. If scrub clothes are to be worn outside the OR, a lab coat must be worn over them unless the assigned institution policy indicates otherwise.

11. Students will maintain adequate personal hygiene practices at all times while enrolled in the program, and specifically while guests of clinical partners.

12. Care plans serve as a meaningful educational tool. Care plans must be presented to the clinical preceptor before every anesthetic is initiated (within reason, based on when the case was assigned). Students are expected to verbalize their plan of care with their preceptor, discussing induction, maintenance, emergence, and any special anesthetic considerations. The care plan serves as a means of verifying the preceptor's concurrence with the planned technique.

13. Students are expected to prepare the environment for safe, rapid, flexible management of the patient. Induction of anesthesia will not be started unless the following minimum events have occurred:

    a. Interview, assessment, evaluation, and consent of the patient and/or appropriate family member.

    b. Formation and discussion of patient care plan and management with the instructor is mandatory.

    c. Acquisition of equipment and drugs necessary for safe anesthetic management.

    d. Assemble and check anesthesia equipment and monitors for proper function.

    e. Organize equipment, supplies, and pharmacologic agents in the operating room in an efficient manner for the planned cases to include emergency interventions.

    f. Become familiar with the surrounding environment to include retrieving supplies and equipment.

14. Students are expected to maintain vigilance and keep patients free from iatrogenic harm, especially those resulting from near events.

15. All students will follow their patients postoperatively, seeing all inpatients at least once in the first 24 hours or as dictated by the clinical site. The student will document the visit using clinical affiliation guidelines. The appropriate preceptor will be notified of the patient's status.

16. All students are expected to see their assigned inpatients no later than the early evening of the day prior to the scheduled surgery or as dictated by the clinical site.

17. Students are expected to remain in the OR until 1600. If a student is in a case at 1600, the student is expected to stay to finish the case. The clinical coordinator or designee has the authority to negotiate whether the student will stay later than 1700 to finish a case. The SRNA must obtain

confirmation from the appropriate personnel, typically the clinical coordinator, that he/she is free to leave the facility for the day.

18. While on an affiliation rotation, the SRNA will immediately notify the program director, assistant program director, or clinical director of any problems encountered during the rotation.
19. If an unacceptable nurse anesthesia daily clinical evaluation is received, the SRNA must notify the program administrator, assistant program director, or clinical director and their assigned clinical faculty within 24 hours.
20. In the event of a poor patient outcome, medication error, or other incident that may result in litigation, students are advised to immediately contact the program administrator, assistant program director, and/or clinical director by phone.
21. Students are expected to achieve all course and level specific clinical outcomes developed from the graduate standards in the COA's standards for accreditation of nurse anesthesia programs-practice doctorate prior to the end of the associated semester. Failure to meet course outcomes will jeopardize the student's progression and potential for success in the nurse anesthesia program.
22. Students are expected to attend every clinical session in its entirety. Alternate clinical shifts may be approved by the clinical director in collaboration with the clinical coordinator of the particular site. The student must receive written approval from the clinical coordinator for all alternate shifts.
23. Missed clinical days should be rescheduled as soon as possible, which may include, if approved by the clinical director and clinical coordinator of the site, rotations performed during weekends.
24. Students assume responsibility and are liable for their own actions.

Patient Safety

The nature of the clinical nurse anesthesia courses is such that students are involved in the direct delivery of patient care services. The primary purpose of any course is to provide education for students. However, when direct patient care is involved in the learning experience, the safety and well-being of patients are of paramount concern. Clinical nurse anesthesia courses are structured so that as students progress through the program, they are expected to demonstrate increasing confidence and independence in providing nurse anesthesia care to assigned patients. Students are expected to demonstrate achievement of clinical course outcomes by the end of a clinical course, completing the course of instruction in the allotted time (end of semester). To ensure the delivery of safe patient care, students must follow the AANA standards of care, safe injection practices, and all other applicable practices standards.

In the unusual circumstance that (based on the instructor's professional judgment) a student is unable to provide safe nurse anesthesia care to patients, and if this deficit is such that it cannot be remedied during the immediate clinical time within the limits of available clinical placements and/or faculty supervision, the student will be removed from the clinical setting.

Student Safety at Rotation Sites

Policy: The Nurse Anesthesia Program will provide appropriate training to students regarding Occupational Safety and Health Administration (OSHA) standards prior to being at clinical sites.

Policy: The facility at which the rotation/experience takes place shall provide students access to the facility's rules, regulations, policies, and procedures with which the Nurse Anesthesia students are expected to comply, including, the facility's OSHA standards, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all Nurse Anesthesia students and any instructors on site.

Policy: The Program Administrators will evaluate a clinical site for student safety prior to allowing a student to be assigned to that location. The Nurse Anesthesia Program will take reasonable steps to ensure personal safety and security of students during the rotation/experience.

Procedure: The Program Administrators will review available safety/security documents for each clinical facility and/or talk with the clinical preceptor on student safety and security. The preceptor/clinical site is responsible for distributing all safety/security information.

Work related injuries

1. Any accident or injury that occurs at an affiliation clinical agency when the SRNA is assigned to that facility for clinical practicum must be reported immediately to the agency's appropriate department manager (CRNA or anesthesiologist) and to one of the UE program faculty (Program Administrator, Assistant Program Director, or Clinical Director).
2. The incident/injury must be reported to the university risk management office within 24 hours. The SRNA should follow University of Evansville policy and procedure for students involved in an injury in a clinical agency. The cost of any appropriate medical care or lab tests will be the student's responsibility.

The SRNA must follow the CDC recommendations that evaluation of a needle stick or exposure to other potentially infectious materials must occur within one hour from exposure. SRNAs are expected to comply with all applicable federal laws issued by the United States Occupational Health and Safety Administration regarding safety standards applicable to their domain of clinical practice.

Potential Health Risks for Students

Being a student in a Nurse Anesthesia Program does not markedly elevate the risk of illness or injury above the background rate, but certain activities that are required do pose unique risks. The faculty endeavors to minimize these risks by incorporating safeguards into the activities, advising students of the potential for injury or illness, and providing students with the cognitive information necessary to be safe. Students are responsible for protecting themselves by following directions, using standard precautions, asking for help if uncertain as to the safest manner of accomplishing a task, and being aware of hazards.

Some examples of activities that may pose increased risk include dissection in the gross anatomy lab, use of electrical equipment during the skills portion of the curriculum, patient transfers, patient evaluation, and the transfer of communicable diseases in both academic and clinical environments. Prudent actions during these activities include wearing all appropriate safety equipment in the anatomy lab, checking electrical equipment prior to use, using appropriate body mechanics and assistance when lifting, and following relevant policies and procedures. During simulation practice using other students as the simulated patient, students must self-screen for possible contraindications to the procedures (e.g., joint hyperextensibility, musculoskeletal injuries, and cardiovascular disease). Students are responsible for the information related to laboratory and equipment safety in the Nurse Anesthesia Student Handbook, as well as facility-specific policies and procedures. The most important action to take is to focus on the task at hand. Any questions about safety and risk avoidance should be directed to the appropriate member of the faculty, the Program Administrator, or clinical faculty.

Accidental Exposure Policy

Policy: The Program, College and University will provide all students appropriate training in Universal/standard precautions and other risk reduction behaviors prior to any educational activities that poses a risk of exposure. This is mitigated by students following the required CDC immunization policy found in this document. All students will pass a Workplace Blood borne Pathogens Safety Training Program prior to exposures.

Procedure (Off-Campus) Exposure: If student experiences a needle stick or biohazard exposure during his/her rotation, the following steps shall be taken:

1. Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water.
2. Per affiliation agreements, the student will immediately notify the preceptor and determine what procedures exist at that site to deal with needle sticks/biohazard situations
3. Based on the services provided at the site, the student should have the appropriate steps taken based on the site's protocol for needle sticks/biohazard exposure. Otherwise, follow appropriate blood screening.
4. The student will be responsible for any cost associated with testing provided by the site.
5. If the site does not have a protocol in place for accidental exposures, the student and preceptor will determine where the nearest emergency room is located so the appropriate lab tests can be collected within 30 minutes of exposure.
6. Students must submit an exposure incidence form within 48 hours.

Procedure (On-Campus) Exposure: If student experiences a needle stick or biohazard exposure on a UE campus location, the following steps shall be taken:
1. Immediately wash injury with soap and water and induce bleeding. If eye is contaminated, rinse with sterile water or normal saline for 15 minutes. Other mucous membranes can be rinsed with tap water
2. Notify the instructor immediately.
3. The student and instructor will determine where the nearest emergency room is located so the appropriate laboratory tests can be collected within 30 minutes of exposure.
4. The student will be responsible for any cost associated with testing provided by the site.
5. Students must submit an exposure incidence form within 48 hours to the program.
6. Students can use the on-campus Health Center for treatment of all non-critical on-the- job injuries

Accidental Exposure Reporting Form

Student Name: _____

Date of Exposure: _____

Site and Supervisor: _____

Exposure Description and Action Taken: _____

_____

Submission Date: _____

Specialty Rotations

Cardiothoracic Anesthesia

Purpose: to provide the SRNA with added educational and professional experiences in anesthesia and analgesia for the intrathoracic surgical patient during all aspects of perioperative management.

Outcomes:

Upon Completion of the rotation in cardiothoracic anesthesia the student will be able to:

1. Demonstrate a thorough knowledge of anatomy and physiology of the cardiovascular system. Emphasis should be placed on the following areas:
   a. Coronary circulation
   b. Cardiac innervation
   c. Cardiac conduction system
   d. Cardiovascular reflexes
   e. Generation of membrane potentials
   f. Cardiac cycle
   g. Components and effects on myocardial oxygen consumption
   h. Autoregulation
   i. Cardiac output
2. Identify appropriate monitoring strategies for patients undergoing cardiothoracic procedures. Special consideration should be directed to the use of central venous catheters and pulmonary artery catheters (indications, insertion techniques, complications, and data interpretation).
3. Discuss the alterations of respiratory and cardiac physiology in caring for the patient undergoing surgery in the lateral decubitus position and with an open chest.
4. Describe the indications, technique, equipment, and ramifications of "one-lung ventilation".
5. Delineate preoperative assessment and laboratory data that provide information about cardiac function and performance.
6. Describe the pathophysiology, anesthetic considerations, and hemodynamic goals in patients with valvular heart disease, including specifically mitral stenosis, mitral regurgitation, aortic insufficiency, and aortic stenosis.
7. Understand the anesthetic considerations involved in caring for the patient with congenital heart disease involving atrial and ventricular septal defects.

Obstetric Anesthesia – 1–2-month clinical rotations in obstetrics will be completed by each student, provided that the program is able to maintain clinical affiliations with OB- specific practices. SRNAs will provide perianesthesia care for the laboring patient, including placement and management of epidural anesthesia, and for the patient undergoing cesarean section. SRNAs are responsible for knowing the numbers of obstetric cases and anesthesia types required by the COA for logging and documentation purposes.

Time Off Policy

Policy: Students will be given time off in all years of the program.

Procedure: In the first year of the program, student time off follows the University calendar. In the second and third year, students will be granted a total of 14 days of personal time off. This time will be in addition to the week of Christmas or New Year between years two and three. Time off is to be used for sickness (self or family), job interviewing, and personal use.

1. Students are required to accurately document all personal time in their logging system at the time it is being used.
2. Personal time off during specialty rotations is not permitted unless approved by the onsite clinical coordinator within the facility and the Clinical Director. If all specialty numbers have been met for the specific rotation and time off is requested, it may be granted.
3. Students are encouraged to use their personal time off when at their home base hospitals.
4. No personal time may be used during final examination weeks.
5. Time off cannot exceed 7 continuous days.
6. Time off during the first clinical practicum will not be permitted except in situations of extreme emergency.
7. Requests for vacation time must be submitted no less than fourteen (14) days prior to the vacation time. Any other extenuating circumstances must be brought to the Clinical Director for discussion and will be handled on a case-by- case basis.
8. Students whose scheduled time-off includes a didactic testing day will have to make arrangements with their professor to take the exam on the closest possible day PRECEEDING the exam date. Students cannot take an exam AFTER scheduled time off.

A student who is sick on a testing day must make up their exam the next day. If the student misses a clinical day to take the exam, this clinical day must be made up or be deducted from their net time-off.

Days Off That Do Not Require Clinical Makeup

Policy: On occasion, it may be necessary for students to use a clinical day to meet programmatic requirements or to attend in-person NCE review courses.

Procedure: Should a student register to attend an in-person NCE review course (I.e., Apex Anesthesia Review, Valley Anesthesia Review, etc.) and a travel day is necessary due to distance from Evansville, the student will be allowed to take one day away from clinical without having to make it up. This will ONLY be allowed once. Days that are used for any subsequent review courses must be made up. Often, students will need a day during clinical time for implementation of the Doctoral Scholarly Project. Students will be allowed NO MORE THAN TWO DAYS away from clinical for DSP implementation or other responsibilities. Additional requested days away from clinical will be made up. If a student attends a state or national meeting that is held during didactic or clinical time, those days will be excused. If the meeting is over 4 hours of driving time away from Evansville, the student will be allowed one day of travel each to and from the meeting without having to makeup the time.

Holiday Time Off during Clinical Residency

Policy: Each student will be granted 7 days of time off during the Christmas/New Year's holidays.

Procedure: The Clinical director will survey the student's request for the Christmas and New Year's holiday. If uneven and students cannot come to an agreement, the time off will be designated by a lottery system. If a student needs to change his/her holiday week of vacation time, this must be worked out and switched with another student. There must be no call time left untaken during the holiday weeks if the clinical facility requires call. This switch is subject to approval by the onsite clinical instructor within the facility and the Program's Clinical Director.

On Call Rotation

Policy: Call rotations are subject to the facility in which the student is placed. Some facilities require residents to take call, and other facilities do not.

Procedure: Call rotations are scheduled at the discretion of the program's Clinical Director and the facility's Clinical Coordinator based on facility case load, scheduling, and CRNA call requirements.

Student Bereavement Policy

Policy: The bereavement policy for students in the Nurse Anesthesia Program follows the University policy for faculty bereavement and funeral leave. In the event of death of an employee's spouse or child, up to five (5) days off will be permitted. Upon the death of any of the following immediate family members, up to three (3) days off will be granted: parent, guardian, brother, sister, mother-in-law, or father-in-law. One (1) day off will be permitted for any other relative. Situations may be handled on an individual, situational basis. The Program will strive to assist students in making up coursework and clinical time upon their return.

Leave of Absence

Policy: Students may request/take a voluntary leave of absence from the UE Nurse Anesthesia Program for extenuating circumstances.

Procedure: Any student wanting to take a voluntary leave of absence must submit their request in writing to the Program Administrator. The Program Administrator will take the request to the UE Nurse Anesthesia faculty, who will decide by majority to approve or deny the request. Students must be in good standing to be granted a voluntary leave of absence. If this leave of absence becomes extended and the student is unable to remain current with their coursework, the student will be dismissed from the program and must apply for reentry. Readmission is not guaranteed, and the admissions committee requires a unanimous CRNA faculty vote to approve readmittance.

A medical situation would be reviewed on an individual basis to determine whether the student would be able to makeup coursework that has been missed or retake a course with a different cohort.

Dismissal

Policy: The Nurse Anesthesia Program faculty makes final decisions regarding a student's progression through or dismissal from the Nurse Anesthesia Program.

Procedure: The following conditions WILL be cause for the Nurse Anesthesia faculty to dismiss a student from the professional program:
1. The student receives a second final grade (<80%) in any course within the program.
2. The student does not meet the conditions outlined in a progression letter or corrective plan.
3. A student is found guilty of an Honor Code violation by the Honor Council. If the charge is affirmed, the student will be dismissed from the program. A student found guilty of an Honor Code violation may appeal that decision to the University Appeals Board.
4. A student who receives their second breach and/or warning involving any of the following areas: academic dishonesty, professionalism, clinical performance or academic performance.

The following conditions MAY be cause for dismissal from the program:
- Violation of professional standards of conduct
- Clinical residency violations
- Violations of patient safety and fraudulent documentation of clinical care or residency requirements MAY result in immediate dismissal regardless of any previous violations.

Please note:
- Students are guests of our clinical partners; the university and the Nurse Anesthesia program can NOT require the clinical partners to accept/reaccept students who they do not agree to train in residency.
- Clinical violation hearings are not subject to the University Honor Council but will follow the honor code process.
- Clinical violation hearings will be conducted by a quorum of CRNA/MDA faculty who can appropriately weigh the gravity of the violation in relation to anesthesia care.
- If dismissed from the program, the student is not eligible for readmission.

Appeal: A student may appeal the decision of the Nurse Anesthesia Program regarding dismissal from the program. The appeal is to be made in writing to the Dean of the College of Education and Health Sciences within 30 days after the student is informed of the decision. Duplicate copies of the appeal are to be sent to the Administrator of the Nurse Anesthesia Program.

Due Process

Policy: Institutional and departmental policies regarding due process have been established for students at the University of Evansville.

Procedure: Policies and procedures related to due process are found in the Nurse Anesthesia Student Handbook under 'Grievance' and in the University Student Handbook under 'Student's Rights and Responsibilities'.

Filing a Complaint Not Addressed in the Established Due-Process Procedure

Any written complaint received by the department which does not fall under the established due-process procedure will be addressed on a case-by-case basis at the lowest administrative level with the authority to resolve the complaint. Anyone making a verbal complaint will be asked to submit the complaint in writing to the Program Administrator. Documentation of the complaint and the resolution will be maintained by the Department for one year following resolution of the complaint.

Grievance

Policy: A student may present a complaint, perceived injustice or unresolved conflict regarding an individual course or the program at any time.

Procedure: Students are encouraged to attempt to resolve a grievance as soon as possible. The initial step in the grievance process is to contact the individual instructor responsible for the course or issue. If the issue is not resolved to the student's satisfaction with a conversation, the student should present the issue to the instructor in written form. If resolution is not achieved by this manner, the issue enters "due process".

Any questions, concerns, or complaints related to clinical course work should first be discussed with the program's Clinical Director. If resolution is not achieved through this discussion, the issue enters "due process".
The first step in due process is for the student to meet with the Program Administrator. The meeting may include the faculty, Assistant Director, or Clinical Director to whom the issue was initially addressed.

If the grievance remains unresolved, the student may appeal in writing to the Dean of the College of Education and Health Sciences and the Executive Vice President for Academic Affairs in that order. The written appeal should include the grievance itself as well as documentation of the previous meetings with the instructor and the Department Program Administrator.

Students are encouraged to refer to the UE Student Handbook for specific grievance procedures.

Required Physical Examination

Policy: Nurse Anesthesia students are required to have a physical exam and proof of immunization prior to entry into the program.

Procedure: Students must submit attestation that a physical examination determining eligibility for enrollment was performed. The UE Nurse Anesthesia Program will NOT accept any HIPAA protected information (actual physical forms). All health information is submitted to the campus health center. Students may schedule a physical exam with the campus health center if they are unable to complete this requirement prior to arrival on campus.

Required Immunizations

Policy: Nurse Anesthesia students are required to have proof of immunization prior to entry into the program in January based on the current Center for Disease Control Recommendations for health professionals. Additionally, students are required to submit updated immunizations in January each year or at the request of clinical sites.

Procedure: Students must submit completed immunization records to the Nurse Anesthesia Office. Students may schedule an immunization visit/update/titer with the campus health center if they are unable to complete this requirement prior to arrival on campus. The current required vaccinations can be found at: https://www.cdc.gov/vaccines/php/requirements-laws/state-vaccination-requirements.html

Additional Immunizations for Clinical Years

Policy: Nurse Anesthesia students will be required to have either a two-step TB skin test OR a QuantiFERON TB Gold (QFT-G) blood test prior to clinical rotations, followed by annual screening. Students will be required to have a Flu Shot annually during clinical rotations. Students will be required to have a COVID vaccination at the discretion of clinical sites. Students may need to have a serum titer to check immune status for Varicella, Rubella, Rubeola, Mumps and Hepatitis B and Hepatitis C antibodies prior to clinical rotations.

Additional Immunizations for International Travel/Rotations

Policy: Students participating in international clinical experiences are required to meet CDC immunization recommendations for international travel to specified region.

Criminal Background Check

Policy: All Nurse Anesthesia students at UE are required to have a background check prior to the first semester of course work and annually thereafter to ensure a safe clinical environment for both students and the public. This background check is also required to comply with the clinical education agreements between UE and clinical sites which stipulate background checks be conducted prior to approval of clinical course assignments.

Procedure: The student is responsible for the financial cost associated with this record check. The student will be provided with relevant details to initiate this background check through a University-approved third-party vendor. The student will be notified and have access to the results of the background check. Positive findings will be presented to the Program Administrator and Assistant Director and discussed with the student. If findings are deemed accurate as reported, the Program Administrator, Assistant Director, and student will discuss potential consequence and recommended action.

If new legal charges arise at any point in the program, the student is required to disclose information relevant to new legal charges to the Program Administrator. Failure to report these behaviors will be

considered a breach of professional conduct and may result in student dismissal from the program. Appeals regarding student progression/dismissal decisions related to verified criminal activity may be made to the Program Administrator who, under consultation with appropriate senior University officials may choose to admit a candidate or place a current student on academic probation with or without stipulations and conditions, i.e., mentoring or counseling.

Safety Procedures

Disaster, Earthquake, Fire, Shelter in Place, and Evacuation

Policy: The University and the Nurse Anesthesia Program always seeks to ensure student safety while the student is on and off campus.

Procedure: Please refer to the University of Evansville Student Handbook section on Safe Living in Section 3. https://www.evansville.edu/offices/deanstudents/student-handbook.cfm
See Stone Family Center safety procedure document. This document can be found on the Master of Physician Assistant Science website at https://www.evansville.edu/majors/physicianassistant/manuals.cfm

All University emergency notifications are distributed to the campus community via Ace Alerts. If you have not signed up for Ace Alerts, you can register through Acelink. This will ensure you receive emergency notifications via text message and e-mail. You can also get alerts by following @AceAlerts on Twitter and liking the Ace Alerts Facebook page.

Students are expected to adhere to all general campus policies dealing with safety. The University is not responsible for any injuries incurred by a student while traveling to or from a clinical site or off-campus educational or volunteer experiences.

For additional information regarding campus emergency protocols, visit: http://www.evansville.edu/safety

Student Health Care/Health Insurance Requirements

Policy: The University and the Nurse Anesthesia Program always seeks to ensure student wellness while the student is on and off campus.

Procedure: Full-time students are eligible for free healthcare at the Crayton E. and Ellen Mann Health Center on campus. Basic first aid, medications, and treatment for minor illness are provided. A registered nurse is available during regular scheduled hours. The University recommends that all full-time students have health insurance. The Mann Health Center is located in Sampson Hall. Students should refer to the UE Student Handbook for further details of this service. The telephone number for the Mann Health Center is 488-2033.

Students enrolled in professional health programs are required to have health insurance. Students participate in a variety of off-campus educational experiences including Simulation laboratories, experiential opportunities, and clinical course

work. During these experiences, student safety is enhanced through supervision by an academic faculty member or a clinical faculty member.

Each student must demonstrate proof of health insurance coverage during the clinical periods of the professional program. A copy of your health insurance card must be submitted to the Administrative Assistant prior to the first clinical rotation. Students in need of coverage should contact the Office of Administrative Services, extension 2941.

Should a student be involved in a motor vehicle accident on the way to or from a clinical site or experiential learning opportunity, the student should notify the appropriate authorities. The student should also notify the instructor of record and the clinical faculty, if appropriate.

Observation Experiences or Off-Campus Meetings

Policy: The University and the Nurse Anesthesia Program always seek to ensure student safety while the student is on and off campus. The University is not responsible for any injuries incurred by a student while traveling to and from an observation experience or off-campus meeting.

Emergency Medical Care

Policy: Students participating in scheduled off-campus educational experiences will be provided access to emergency medical care when indicated. The student assumes responsibility for the financial costs associated with these services.

Procedure: Written agreements exist between the University's Nurse Anesthesia Program and all clinical centers providing approved off-campus educational experiences for students. This agreement states the clinical center will provide the student access to emergency medical care in the event the student becomes ill or impaired while participating in sanctioned educational experiences. The student assumes the financial costs associated with medical services provided.

Health Status

Policy: The Nurse Anesthesia Program has in place health requirements that ensure the safety of both the student and the patient. Students must demonstrate overall physical and mental health and maintain their personal appearance and hygiene to safely participate in classroom and clinical courses to avoid presenting health hazards to themselves, their classmates, and patients.

Students have a responsibility to inform the Program Administrator in writing of any condition that could impact their ability to perform the essential functions for the Nurse Anesthesia student, with or without accommodations.

Procedure: Each student will submit documentation of a physical exam upon entrance to the University. A student who becomes aware of any health condition that may impair or impede the ability to participate in any aspect of the Nurse Anesthesia Program must inform all instructors and his/her academic advisor immediately. Students should report emergency surgeries or medical procedures to their academic advisors as soon as possible.

Discussion with course instructors and the student's academic advisor is strongly encouraged prior to a planned surgical or medical procedure. In the case of emergency procedures, discussion should be made prior to resumption of classroom or Simulation activities or clinical course work. Following a change in health status, a letter from the student's surgeon or physician giving medical clearance to return to activity or specific activity or lifting limitations must be submitted to the instructor before the student will be allowed to participate in simulation sessions or didactic instruction. All students must have a full medical clearance without limitations to return to clinical residency. The course instructor and the academic

advisor will determine what impact if any there will be on participation in class and simulation. Medical status may result in delayed graduation, depending upon the timing within the curriculum and full participation in clinical residency.

The student will document compliance with health requirements as delineated in the policy on Clinical Education Health Requirements by the deadline dates. The student receives instruction on infection control, universal precautions and blood-borne pathogens and is required to demonstrate annual competence in these areas.

Pregnancy - A pregnancy should be reported to the Program Administrator immediately upon medical confirmation. Learning experiences will be modified to ensure maximum safety to mother and baby. Medical clearance is necessary to resume activity following a delivery.

Pregnancy may result in delayed graduation, depending upon the timing within the curriculum and full participation in clinical residency.

Surgery/Other Medical Conditions - Students who have had or are anticipating having surgery or a medical procedure must inform all instructors and their academic advisor before the surgery.

Counseling, Testing and Health Education

Policy: Counseling and testing services are available to students experiencing concerns related to personal adjustment, difficulty with academic course work or examinations, or psychological problems that require professional attention. Health education and wellness programs are offered to assist students to make healthy lifestyle choices.

Procedure: Programs offered by the Office of Counseling and Health Education are outlined in the UE Student Handbook Section 2, and students are encouraged to utilize these services if needed.
https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

The Office of Counseling and Health Education may be reached by phone at 488-2663. It is in the Student Life Center on the second floor of the Ridgway University Center.

Drug Screen

Policy: Students are required to complete a urine drug screening prior to beginning or during the experiential, part-time and full-time clinical experiences at clinical facilities if mandated by the clinical site to maintain a safe and health workplace. Successful completion of this screening will be required for participation in the clinical course.

Procedure: Students required to have a urine drug screen by a clinical site will be notified of this requirement by the academic program or clinical faculty. Specific type of testing and required time frame will be articulated. Student should complete testing at laboratory facility identified by the academic program or approved by the clinical site. The student is responsible for cost of this screening. The results of this testing will be provided to the Clinical Coordinator, the clinical facility, and the student. The student will include results in his/her Clinical Health Information File.

<div align="center">**Substance Abuse**</div>

Policy: Due to the nature of nursing and medical practice, it is necessary to safeguard patients from impaired performance associated with substance abuse. This abuse may involve prescription or illicit drugs or alcohol. Recognizing abuse-behaviors can be difficult. However, it is important for students to realize their personal and professional responsibility and accountability regarding this issue. Furthermore, students should be aware that their behavior in the classroom and clinic is observed and open to interpretation and intervention. It is each student's responsibility to be aware of the current policies regarding drug and alcohol abuse which are published in the University of Evansville Student Handbook Section 5. https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

The Nurse Anesthesia Program reserves the right to request drug screening when substance abuse is suspected. Students may also be required to complete a drug screen prior to or during full-time clinical coursework in compliance with the clinical facility's policy.

<div align="center">**Tobacco Use**</div>

Policy: The University of Evansville has a tobacco-Free Policy. This policy can be found at https://www.evansville.edu/tobaccofree/index.cfm

This policy will be enforced at all UE education sites. This includes all campus locations and while identified as a UE student at on off-site clinical rotation.

Attendance at Professional Meetings

Policy: A student attending state and national professional association meetings will be excused from class and clinical rotations upon written request. Attendance at one state or national meeting each year is mandatory! Attendance at the INANA State Legislative Day will be mandatory for each cohort in their second year.

Procedure: The student will inform each of his or her academic and clinical faculty of the proposed attendance at a professional meeting one month in advance by providing a written request for an excused absence from classroom or clinical activity. Attendance at professional meetings will be considered an excused absence from didactic courses with prior notification of faculty. The faculty may request additional means for the student to demonstrate understanding of the missed course content. Absence from clinical courses may require the student to make-up missed clinical hours at the convenience of the clinical facility only if necessary to achieve required clinical numbers. All efforts should be made to schedule travel to and from conferences around clinical days, however, if this is not possible, one travel day to and one travel day from a meeting will be granted as excused absences (please refer to the time-off policy on pages 41-42 of this handbook).

Career Opportunities

Policy: Students will be made aware of employment opportunities and will be assisted with their career planning as requested.

Procedure: Employment opportunities received by the department will be distributed via email to Nurse Anesthesia students. In addition, the nurse anesthesia faculty will assist students by providing references and critiquing curriculum vitae upon request by the student. The student may need letters of reference from faculty members for licensure, scholarships, and employment applications. Because of busy schedules, please provide faculty members with sufficient time to complete these requests.

Classroom, Simulation and Clinical Policies

Attendance

Policy: Lecture and simulation attendance is expected of professional students. Refer to individual course syllabi for specific attendance requirements for each course. Some class sessions may be scheduled at times other than those noted on the registration printout. This is necessary to accommodate guest speakers and experiential learning activities. Students should not finalize any schedules until course syllabi and schedules are provided. It is the student's responsibility to be aware of attendance policies for each class and potential consequences for unexcused absences.

Procedure: The department expects regular class attendance from all students. Students are considered sufficiently mature to be able to accept personal responsibility for attendance and to accept the consequences of failure to attend. It is also helpful for the student to remind the faculty of scheduled absences at the class period prior to the class that will be missed. Any student who will miss a class or simulation for any other University sanctioned activity must inform the involved faculty member in advance about the proposed absence. Missed class time for these events is considered an excused absence. If a student plans to miss a class or simulation for an activity that is not sanctioned by the University, the student must read the attendance policy for the class, discuss the issue with the faculty member in advance, and realize that there may be consequences associated with an unexcused absence.

If a student is ill and unable to attend class, the student must call or email the appropriate faculty or administrative assistant prior to class time. The student may be required to be seen at the Health Center or by a health care provider and provide the faculty with documentation of the illness. If the student provides documentation, the absence will be considered excused. A student who is absent from class and does not give prior notice will receive an unexcused absence for the class.

Recording In-Class and Simulation

Recording of faculty and students by video, audio, or still photography methods is not permitted without explicit permission of the instructor granted prior to the class or simulation. If an instructor grants permission, it may be a blanket approval for the entire semester, or for only one session. It is the responsibility of the student to verify whether the permission is one-time or for the semester. Individual instructors may require written approval for recording.

All recordings are to be used for educational purposes only, and post-recording editing of the material is not allowed. Recordings may be made available only to other students in the course; distribution via social media sites is not permitted. Instructors retain the right to review any recording material, and if asked to destroy the recording, students will comply. Any violation of the policy on recording in-class and simulation constitutes a violation of professional behavior and is grounds for a breach of professional conduct.

Inclement Weather/Cancellation of Classes

Policy: Unless an announcement is made to the contrary, the University will operate normally despite inclement weather.

Procedure: All classes will continue as normal in the case of inclement weather (snow, ice, etc.). As most students live on or near campus, it is assumed that academic and other buildings will continue to be open and serviced. Faculty will continue with normal duties. If weather conditions progress to the point that most roads and streets are virtually impassable, it may be necessary to suspend classes and/or routine operations.
Information about class or office closure will be released by the Office of University Relations to the area news media and via text alert. Any student who is unclear about classes should try to reach the involved faculty by telephone or by email to clarify the situation.

Clinical Rotations and University Closure

Policy: In the event of closure of the University of Evansville due to inclement weather, students on clinical rotations are still expected to attend the clinical rotation. The exception to this policy is if the student feels that it is not safe to proceed to the clinical site, or the clinical site is closed.

Procedure: The priority is student safety. Students who believe it is not safe to attend the clinical rotation must contact the clinical preceptor with whom they are assigned to work, the Clinical Director of the Program, and site Clinical Coordinator to inform them of the missed day. Failure to inform the Clinical Director and site Clinical Coordinator will result in an unexcused absence.

Missed clinical days may require "make up" additional days to ensure adequate student exposure. This will be at the discretion of the Clinical Director in collaboration with the preceptor.

Name Change – Students

Policy: The Nurse Anesthesia Program maintains current student information.

Procedure: A change of name is to be reported promptly to the Nurse Anesthesia Administrative Assistant, the University of Evansville Registrar, Student Accounts, and the faculty.

Student Appearance

Policy: Each student will maintain a professional appearance at all times when he/she is involved in any Nurse Anesthesia Program activity to include (but not limited to) didactic courses, experiential activities, and any University related service-learning activities.

Procedure: The above policy indicates that the minimum standard of attire within the Nurse Anesthesia Program is casual yet professional. This includes a name tag when the student is participating in Nurse Anesthesia Program related off

campus activities. Business attire is expected at all professional meetings. Upon starting clinical residency, students will adhere to the attire and grooming policies of our clinical partners. University of Evansville Nurse Anesthesia Program approved scrubs are professional attire if free from stains or the appearance of excessive wear. Other scrubs may be worn if the student has their white coat available to wear to increase professional appearance.

Procedure: Students will maintain adequate hygiene practices at all times when enrolled in the program. This includes while attending the didactic portion of the program and while completing clinical rotations.

Student Schedule During the Week

Policy: Nurse Anesthesia programs are extremely rigorous. Working during the program is discouraged. Students are expected to be available for any program curriculum event between 8:00am and 5:00pm Monday through Friday during the didactic year. This is regardless of any posted schedules. During clinical rotations, students will be expected to be available from 6:00 am (or when the CRNA preceptor asks you to arrive in the OR setting) until excused (unless you decide to stay for additional experience, or your clinical preceptor discusses extra time with you and you both agree to this). The Council on Accreditation for Nurse Anesthesia Educational Programs (COA) defines reasonable time commitment and states that a reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the sum of the hours spent in class and all clinical hours averaged over 4 weeks. At no time may a student provide direct patient care for a period longer than 16 continuous hours.

Procedure: Students will be provided an overall schedule for program related events at the beginning of each semester (for that term). Additionally, students will be provided the planned schedule for each course within the respective syllabi. However, understanding that this is a graduate professional program, there are often opportunities or events that may occur based on availability of external speakers, classroom availability, off-campus events, and opportunities that can cause a need to move regular scheduled events.

Food and Drinks in the Classroom

Policy: Food is not allowed in any instructional space (classrooms/Simulations) without expressed program consent as per outlined in each individual course syllabus. Drinks are allowed but must be in a container with a closable lid.

Procedure: Any deviation of this policy must be approved by the Nurse Anesthesia Program faculty in advance of any activity.

Internal Student Employment

Policy: Students will not be permitted to work for the program. Students with specific prior knowledge, experiences and skills may assist faculty in didactic and laboratory sessions to share knowledge and skills.

Policy: Students are not to be the primary instructor of any component of the curriculum and may not substitute for clinical or administrative staff.

External Student Employment

Policy: Students are permitted to work during the program, however, as mentioned above, the Nurse Anesthesia faculty strongly recommend against a student working due to the academic rigors of the program. A student may not use work as

an excuse to miss program activities. A student may not represent himself/herself as a student nurse anesthetist except during official UE sponsored clinical affiliations. The professional liability coverage provided by the University of Evansville does not apply to student employment situations.

Policy: Students are strictly forbidden to be employed as nurse anesthetists by title or function while enrolled in the program.

Faculty Providing Healthcare

Policy: The nurse anesthesia faculty cannot participate as health care providers for students in the program.

Financial Aid

Information on financial aid and loans is made available to all students. Students are expected to contact the Office of Student Financial Services with specific questions. Financial aid forms may be obtained from the University's Student Financial Services Office, OH 105, telephone 812-488- 2364. More information can be found in the UE Student Handbook, Section 4. https://www.evansville.edu/offices/deanstudents/student-handbook.cfm

Liability Insurance

The University of Evansville provides professional liability insurance to all Nurse Anesthesia students performing official course work within the supervision of the faculty/clinical preceptors approved by the school. Students are NOT covered if the activity is not officially part of the Nurse Anesthesia curriculum and approved by the University of Evansville.

Computer Skills

Policy: Basic computer skills are required to be successful throughout the program. Examples of this include efficient use of internet-based applications such as accessing web pages and using web-based programs as well as the ability to use word processing, presentation, and spreadsheet software.

Procedure: The majority of didactic and clinical courses will require basic skills regarding computer usage, and students will be expected to possess these skills upon entry into the program.

Computer Hardware

Policy: All Nurse Anesthesia students are required to have a functional portable computer device, where textbooks and other documents, such as lecture material, can be downloaded. All evaluation forms for clinical instructors should be kept on the device for completion at the end of each day of clinical work.

Library Services
Policy: The Library provides books, CDs, DVDs, videotapes, and journals of interest to students within the nurse anesthesia program. In addition, extensive online databases are available. Interlibrary Loan (ILL) is available and assists scholarly research by obtaining library materials unavailable at the University's Library.

Procedure: A complete list of books, journals and other resources are available on the library website. The reference collection has more than 3,000 reference book titles and over 70 abstract and full text database subscriptions in electronic and paper form. Networked workstations are available on all floors of the library. Library instruction is available on an

individual basis. Reference services provide personalized assistance at 488-2482. ILL requests take several days to fill and there is no charge for this service. Students may also check the local hospital libraries for medical journal holdings.

Parking Permits

Policy: Any student wishing to utilize campus parking will be required to register the vehicle and purchase a parking permit.

Procedure: Parking permits must be purchased annually at the Safety and Security Department,1 S. Frederick Street in the General Services Building.

Photocopier and Fax Machines

Policy: Photocopiers for student use are located on the fourth floor of the Stone Family Center just outside the student lounge. There are additional photocopiers for student use in the Bower-Suhrheinrich Library and the Tapley Multimedia Center. A fax machine for student use is located in the Bower-Suhrheinrich Library. The fax and copy machines located in any nurse anesthesia program office are not for student use unless the student obtains prior approval from the faculty.

Procedure: Students are allotted $40.00 in printing per semester. Students who exceed the allotment will be charged for their additional printing. Pricing Per Page: Monochrome: $0.05; Monochrome Duplex: $0.08; Color: $0.10; Color Duplex: $0.18

Hooding Ceremony and Graduation

The University of Evansville does not host December Commencement ceremonies. However, the Nurse Anesthesia Program will host a Hooding and formal Commencement Ceremony for all program graduates. All graduating students and their families will be invited to attend.

State Professional Organizations

Indiana Association of Nurse Anesthetists (www.inana.org)
Illinois Association of Nurse Anesthetists (www.ilcrna.com)
Kentucky Association of Nurse Anesthetists (www.kyana.org)

Permission for Disclosure

I have thoroughly read and understand the contents of the Nurse Anesthesia Program Handbook. I agree to the policies and procedures within the handbook.

_____   _____

Signature   Date

I give my permission to University of Evansville personnel to disclose personal information needed for references, clinical affiliations, honors, awards, financial aid, continuing education, transferring to another school, employment, and licensure.

_____   _____

Signature   Date

I grant permission to the University of Evansville's Program of Anesthesia to videotape, audiotape, or photograph me and to use these materials for recruitment or educational purposes.

_____   _____

Signature   Date

I grant the University of Evansville's Nurse Anesthesia Program faculty to use academic materials I have produced (examinations, papers, projects) for faculty evaluations including promotion, tenure, and accreditation activities, and to assist other students in their academic pursuits. I understand that my name will either be removed, or proper attribution will be given for any material used.

_____   _____

Signature   Date

University Resources (locations and extensions may be subject to change)

University Office/Department	Location	Phone
Bookstore	Ridgway	812-488-2678
Career Center	234 Ridgway	812-488-1083
Counseling Center	2nd floor, Ridgway	812-488-2663
Financial Aid	Room 116, Olmsted	812-488-2364
Health Center	Sampson Hall	812-488-2033
Human Resources	Room 118, Olmsted	812-488-2943
Library	Clifford Memorial	812-488-2482
Office of Technology and Services	Room 168, Library	812-488-2077
Parking Services	General Services	812-488-2052
Registrar	Room 106, Olmsted	812-488-2052
Security	General Services	812-488-2052
Student Accounts	Room 105, Olmsted	812-488-2565
Student Affairs	Room 264, Library	812-488-2605
Veterans Affairs	Room 116, Olmsted	812-488-2364
Writing Center	Room 253, Library	812-488-2218

Student Competencies/Outcomes of the Nurse Anesthesia Program were developed to meet the Standards for Accreditation of Nurse Anesthesia Programs Practice Doctorate: The 51 graduate standards are divided into the categories of patient safety, perianesthesia, critical thinking, communication, leadership, and professional role. The vision of the Doctor of Nurse Anesthesia Practice Program is to be a state and national leader in academic and professional excellence in nurse anesthesia education and to remain vigilant and responsive to the needs of its student body and its community. The Comprehensive Evaluation Plan for the Nurse Anesthesia Program was created during the initial self-study and accreditation process. It has been adapted over a five-year period to reflect curricular changes and overall programmatic assessment.

Mastery of the graduate standards demands excellence in the aforementioned categories. Continuous assessment and modification of course presentation and the program schema based on student feedback, course outcomes, preceptor feedback, and overall programmatic outcomes ensures that program goals are achieved. The following Expected Levels of Achievement (ELAs) or outcomes are part of the DNAP Comprehensive Evaluation Plan, and meeting these ELAs directly reflects achievement of the program goals:

1. 90% of students (20/22) will earn a 90% or better on the summative experience/DSP
2. Students will earn a 3.0 or higher on all daily clinical evaluations during the clinical phase of the program
3. All students will maintain a "B" average or above in all coursework
4. All students will earn a 450 on the Self-Evaluation Examination administered by the National Board of Certification and Recertification of Nurse Anesthetists (NBCRNA)*
5. The 3-year mean for National Certification Examination (NCE) pass rates will be at or above the national mean for the same 3-year period
6. All graduates will be employed full-time within 6 months of graduation
7. Publish honest, reliable, accurate data and information to the public regarding the program's performance. Publications can be in various formats but will include posting the following information on a website that is linked to the Council's List of Accredited Educational Programs. The information will include at a minimum:
   - Accreditation status.
   - Specific academic program covered by the accreditation status
   - Name, address, and telephone number of the Council.
   - Attrition for the most recent graduating class
   - Employment within six months of graduation after passing boards.

Program-level outcomes (including goals and ELAs) are directly related to the facets of the university mission: thinking critically (goals 1-6; ELAs 1-6); acting bravely (goals 1, 2, 3, 6); serving responsibly (goals 1, 2, 3, 6; ELA 4-6); living meaningfully (goals 5, 6; ELA 6).

The program goals and expected levels of achievement (program-level outcomes) fulfill all of the institutional learning outcomes by offering a robust curriculum that requires students to critically think and communicate not only in the classroom, but particularly when involved in experiential learning. Critically thinking and communication are dynamic tenets in the nurse anesthesia profession. Each aspect included within these objectives is carried out daily by our students as they provide care to patients in multiple clinical settings. The program is developing creators through the doctoral scholarly project, which requires the creation and implementation of a practice or process change in nurse anesthesia. Community and public-service opportunities foster a programmatic culture of changemaking.

The table below summarizes how the Doctor of Nurse Anesthesia Practice Program outcomes align with the Institutional Learning Outcomes of the university.

Institutional Learning Outcomes(ILOs)	Doctor of Nurse Anesthesia Practice Program Outcomes – Graduates will:					
	1. Apply knowledge from the discipline of nurse anesthesia to support critical thinking necessary for reflective practice	2. Practice as members of a multidisciplinary team at a level consistent with entry-level nurse anesthesia practice	3. Provide safe, competent cost-effective care in a variety of settings at a level consistent with entry-level nurse anesthesia practice	4. Exhibit competence in post-graduate level leadership and management skills	5. Be committed to self-directed learning to improve practice and add to the body of nurse anesthesia knowledge	6. Practice within the moral, ethical, and legal framework of the nurse anesthesia practice
Critical thinker						
• Analyzes objectively	X	X	X	X	X	X
• Synthesizes	X	X				
• Challenges assumptions	X	X				X
• Solves problems	X				X	
• Reflects on thinking	X					
Communicator						
• Empathizes			X			
• Structures		X		X		
• Articulates	X	X	X			
• Seeks feedback		X				
• Listens actively		X		X		
Creator						
• Discovers	X					
• Designs	X					
• Expresses	X	X	X	X	X	X
• Illuminates					X	X
• Innovates	X	X	X	X	X	X
Changemaker						
• Serves	X	X	X	X	X	X
• Envisions	X				X	
• Advocates	X	X	X	X	X	X
• Galvanizes				X	X	
• Transforms	X	X	X	X	X	X

Addendum B

Academic Warning/Probation Policy

The program strives hard to provide students with an early and constructive notice that they may not be progressing in the program. One tool used to communicate with students that they may not be meeting expectations is the academic warning.

An academic warning letter is a mechanism by which the University of Evansville Program of Nurse Anesthesia uses to notify a student of the possibility of impending probation or dismissal. The letter identifies the reason the student is receiving the warning, as well as the plan for future evaluation and discharge of the warning.
Additionally, the letter lists various academic support services.

The letter is emailed to a student's University of Evansville email address. It is a student's responsibility to monitor his/her university email account on a regular basis. It is a student's responsibility to be aware of their academic standing within the program and complete academic warning requirements in a timely fashion.

Events that may trigger an academic warning letter include (but are not limited to):

    a. An unexcused absence from testing.
    b. Course averages less than 80%.
    c. Individual exam scores less than 70%
    d. Failure to complete a requested remediation assignment.
    e. Failure to complete Typhon logs per policy.
    f. Semester G.P.A. is less than 3.0.
    g. Failure to meet doctoral project expectations.
    h. Failed demonstration of essential competencies.

Course of Action
Academic warning letter only: Student meets with their advisor to develop a plan for student success.

Second academic warning or probation letter: Student meets with their advisor and a faculty advisory committee. Student must complete an interventional self- assessment, which evaluates the current problem, provides solutions for meeting expectations, identifies obstacles for improvement, and outlines success strategies.

The committee has two options:
1. Approve the assessment as-is: The student continues attending classes, following the requirements of the assessment. If a student fails to follow the academic plan or requirements, he/she may be subject to disciplinary action up to or including dismissal.
2. Approve the assessment with revisions: If a student fails to follow the revised academic plan or requirements, he/she may be subject to disciplinary action up to or including dismissal.

Academic Warning/Probation Procedure

Student academic warning/probation may be initiated by the following persons:

1. University of Evansville Nurse Anesthesia (UENA) Program Administrators- The Program Administrator or the Assistant Program Director.
2. UENA faculty member

Student academic warning/probation notification will be administered by: The UENA Program Administrator or the Assistant Program Director

Administration of a student academic warning/probation procedure:

1. The faculty or administrator initiates the procedure by bringing the issue to the attention of the UENA Program Administrators
2. UENA Program Administrators will decide if the academic warning/probation is warranted.
3. If the warning/probation is warranted, the UENA Program Administrators will notify the student and the student's advisor that an academic warning/probation has been issued. Any additional faculty may also be notified at this time.
4. The student will be notified within 5 business days of the problem being brought to the attention of the UENA Program Administrators
5. The student will receive the academic warning/probation letter, policy, and procedure. The student has 5 business days to appeal the warning.
6. UENA Program Administrators will be responsible for the tracking, surveillance, and enforcement of the academic warning/probation until it has been dismissed.
7. Dismissal of academic warnings/probation occurs when the dismissal criteria of the warning/probation have been met by the student.

Student Information
Date
Dear,

The University of Evansville Program of Nurse Anesthesia strives hard to provide students with an early and constructive notice that they may not be progressing. The program regrets to inform you that you have been issued an academic warning/probation for the following reason:

Please see the enclosed policy and procedure related to your academic warning/probation status. Please complete the steps as outlined below:

This academic warning/probation will be dismissed when the following criteria have been met:

If you are experiencing problems of a nature that may be amenable to assistance by Student Support Services, you may contact that office at 812-488-2371. A list of the services provided is available at https://www.evansville.edu/counseling/disability/index.cfm or https://www.evansville.edu/counseling/

It is imperative you understand that failure to show immediate and sustained improvement may result in further disciplinary action.
I read and agree to the above terms and conditions.

_____   _____

Student Name   Date

_____   _____

Administrator Name   Date

Academic Self-Assessment

UE nurse anesthesia faculty and staff realize that all students want to be successful. We want to help you succeed! Your personal self-assessment helps you take ownership of your academic performance and make the necessary adjustments to successfully complete the nurse anesthesia program. Your self- assessment is confidential.

Identify Obstacles to Success

Please take a personal inventory of what you think are the contributing factors affecting your success in the program: (i.e., health, disability, financial, legal, lack of confidence, family, easily distracted, relationship change, difficulty balancing course work, challenging coursework, difficulty staying focused, not sure about my choice, other)

Your answer/s here

Identify Strengths for Success

What are my personal strengths? What are some of the accomplishments I have made in the program thus far?
Your answer/s here:

Identify Degree of Control

You have identified various obstacles. Please classify those that you can control and those that you cannot so you can make the best use of your strategies for success.

Obstacles outside of my control:
Obstacles that can be improved with my actions:

Identify Strategies for Success

You received several lectures related to learning to learn. What is your learning style? What strategies have you employed from these lectures/assignments? What strategies were recommended but you have not used?

Your answer/s here:

What personnel resources have you been using? Are you using any university sponsored services? If so, which ones? If not, are there any services that might help you? Resources are found under the tabs on https://www.evansville.edu/offices/

Your answer/s here:

Success Plan

After reviewing your self-assessment, what are areas you can improve to help you be more successful in the program.
List 4 attainable goals and the time frame for achievement:

1) Goal:
   Timeframe:
   Action Plan:

2) Goal:
   Timeframe:
   Action Plan:

3) Goal:
   Timeframe:
   Action Plan:

4) Goal:
   Timeframe:
   Action Plan:

Success Plan Agreement

I have completed my self-assessment, and I understand the terms of the Academic Warning/Probation System.

I agree to implement my personalized action plan as outlined above. I understand I am ultimately responsible for my educational progress.

I will continue to monitor my UE email for further communications regarding my academic status.

Student signature _____ Date _____

Program Representative _____ Date _____

Addendum C

Clinical Review Policy

The program strives hard to provide students with early and constructive notice that they may not be progressing in the program. One tool used to communicate with students that they may not be meeting expectations is the Clinical Review.

A clinical review is a mechanism by which the University of Evansville Program of Nurse Anesthesia uses to notify a student of the possibility of impending probation or dismissal. The letter identifies the reason the student is receiving the review, as well as the plan for future evaluation and discharge of the clinical warning/probation. Additionally, the letter lists various student support services.

The letter is emailed to a student's University of Evansville email address. It is a student's responsibility to monitor his/her university email account on a regular basis. It is a student's responsibility to be aware of their clinical standing within the program and complete any clinical review requirements in a timely fashion.

Events that may trigger a clinical review letter include (but are not limited to):

    a. An unexcused absence from residency.
    b. Clinical practicum averages less than 70%.
    c. Failure to complete Typhon logs per policy.
    d. Failure to complete required daily evaluations.
    e. Failure to meet patient safety expectations.
    f. Failed demonstration of essential clinical competencies.
    g. Cumulative Failed daily evaluations. Number on scale below:

        i. First practicum - Four
        ii. Second practicum – Three
        iii. Third practicum - Two
        iv. Fourth practicum - Two
        v. Fifth practicum - One

Course of Action

Clinical warning letter only: Student meets with their clinical coordinator and CRNA advisor to develop a plan for student success.

Second clinical review warning or a clinical review probation: Student meets with the Clinical Review Committee. The Clinical Review committee shall be comprised of *their CRNA advisor, UENA Clinical Director, site clinical coordinator, a CRNA/MDA preceptor of the student's choice, and 2 anesthesia providers with direct knowledge of student performance.*

Student must complete an interventional self-assessment prior to the Clinical Review, which evaluates the current problem, provides solutions for meeting expectations, identifies obstacles for improvement, and outlines success strategies.

Student Clinical Review warning/probation may be initiated by the following persons:

- University of Evansville Nurse Anesthesia (UENA) Program Administrators- The Program Administrator or the Assistant Program Director.
- UENA clinical coordinator

Student Clinical Review warnings/probation notification will be administered by:

The UENA Program Administrator or the Assistant Program Director.

Administration of a Clinical Review letter and committee:

1. The clinical coordinator initiates the warning by bringing the issue to the attention of the UENA Program Administrators
2. UENA Program Administrators will decide if a clinical review is warranted.
3. If warranted, the UENA Program Administrators will notify the student and the student's advisor that a Clinical Review is being scheduled. Any additional faculty may also be notified at this time.
4. The Clinical Review will take place as soon as the program can reasonably schedule the correct individuals to a Clinical Review meeting.
5. The UENA student will receive the Clinical Review letter, policy, and procedure.
6. UENA Program Administrators will be responsible for the tracking, surveillance, and enforcement until the warning/probation has been dismissed.
7. Clinical partners have the right to temporarily suspend a UENA resident if they present a danger to patient care, self, or others.
8. Clinical partners have the right to terminate residency if a UENA resident presents a danger to patient care, self, or others, regardless of previous warnings, probation, or academic standing.

Clinical Review Committee Procedure:

1. Upon commencement of the meeting, the Clinical Director will present the nurse anesthesia student's evaluations and facts surrounding the clinical residency problem.
2. Members of the Clinical Review committee who have direct knowledge of the problem will present any additional input.
3. The nurse anesthesia resident will address the committee.
4. After excusing the Nurse Anesthesia resident, the committee will discuss the facts presented and student self- assessment. The committee is charged with determining the best course of action that promotes success.
5. The committee, by majority vote, will determine proposed actions and nature of discipline. In the event of a tie vote, the Clinical Director will cast the deciding vote.
6. The committee will clearly outline expected behaviors/skills/knowledge/outcomes

and the time frame to achieve these outcomes.

7. The committee will notify the student of the decision and forward plan.
8. All probations will be a minimum of 30 days.
9. Warnings and probations will be discharged when the Nurse Anesthesia resident meets the expected outcomes.
10. The student will receive a document of the meeting notes.

Possible Committee findings:

1. **No Action**
2. **Clinical Warning:** with recommendations for improvement over a specified time range. After the specified time frame, the Clinical Review committee can by majority vote either:
   a. Remove the UENA resident's warning status.
   b. Initiate probation with recommendations for improvement over a specified time range.
3. **Probation:** with recommendations for improvement over a specified time range. After the specified time frame, the Clinical Review committee can by majority vote either:
   a. Remove the UENA resident from probation
   b. Extend probation with recommendations for improvement over a specified time range.
4. **Termination:** the UENA resident is immediately dismissed from the clinical facility. The decision to terminate the UENA resident from the program is made by the Program Administration in consultation with CRNA faculty.

Appeal: The UENA resident may appeal the decision using the UE appeals process. However, the Provost office cannot make determinations about professional competency or clinical performance.

Failure to Meet Clinical Expectation Policy

According to the Clinical Expectations Policy, **"If a student is to be absent from clinical for illness or a family emergency, he or she is responsible for notification of all the following individuals, no later than 0600 the morning of the scheduled assignment.**
   a. Program administrator, assistant director, and clinical director via e-mail.
   b. Clinical coordinator or designee at the clinical site via telephone call and e-mail."

Certified Registered Nurse Anesthetists (CRNAs) are held to the highest professional standards and understand that without an anesthesia provider present, surgery is not possible. Therefore, it is expected that a student within the University of Evansville DNAP program will be held to the same professional standards. Therefore, the following Failure to Meet Clinical Expectation Policy has been created.

Failure to notify the program administrator, assistant director, and clinical director along with the clinical coordinator or designee at the clinical site by 0600 the morning of an absence will result in following.

1. Immediate clinical review with placement on clinical probation; however, this may result in immediate dismissal if the student is on academic or clinical probation.
2. The student will be expected to provide proof of notification along with documentation of their absence during the clinical review.
3. Failure of notification of absence in a timely professional manner, along with a lack of documentation is a breach of the professional standards and will result in *immediate dismissal* from the program.

Clinical Review Self-Assessment

UE nurse anesthesia faculty and staff realize that all students want to be successful. We want to help you succeed! Your personal self-assessment helps you take ownership of your academic performance and make the necessary adjustments to successfully complete the nurse anesthesia program. Your self- assessment is confidential.

Identify Obstacles to Success

Please take a personal inventory of what you think are the contributing factors affecting your success in the program: (i.e., health, disability, financial, legal, lack of confidence, family, easily distracted, relationship change, difficulty balancing course   work, challenging coursework, difficulty staying focused, not sure about my choice, other). Your answer(s) here:

Identify Strengths for Success

What are my personal strengths? What are some of the accomplishments I have made in the program thus far?
Your answer/s here:

Identify Degree of Control

You have identified various obstacles. Please classify those that you can control and those that you cannot so you can make the best use of your strategies for success.
Obstacles outside of my control:

Obstacles that can be improved with my actions:

Identify Strategies for Success

What is your learning style? What strategies have you employed for studying/learning? What strategies were recommended but you have not used?

Your answer/s here:

What personnel resources have you been using? Are you using any university sponsored services? If so, which ones? If not, are there any services that might help you?

Your answer/s here:

Success Plan

After reviewing your self-assessment, what are areas you can improve to help you be more successful in the program.

List 4 attainable goals and the time frame for achievement:

1. Goal/Timeframe/Action Plan

2. Goal/Timeframe/Action Plan

3. Goal/Timeframe/Action Plan

4. Goal/Timeframe/Action Plan

Success Plan Agreement

I have completed my self-assessment, and I understand the terms of the Academic Warning/Probation System. I agree to implement my personalized action plan as outlined above. I understand I am ultimately responsible for my educational progress. I will continue to monitor my UE email for further communications regarding my academic status.

_____   _____

Student signature   Date

_____   _____

Program Representative signature   Date

Addendum D
NOTIFICATION OF BREACH OF PROFESSIONAL CONDUCT

Date: _____

Student: _____

Faculty: _____

Advisor: _____

Course/Event: _____(Date: _____)

Occurrence:

_____

_____

_____

Informal Discussion: Yes_____ No_____

   Date: _____

   Content of Discussion: _____

Formal Discussion: _____

   Date: _____

   Participants: _____

   Additional Content: _____

   _____

   _____

Intervention Plan (including anticipated date of completion):

_____

_____

_____

Signatures: _____

       (student) This document was reviewed with me.

       _____

       (faculty)

       _____

       (Witness-if requested by the student or faculty member)

Completion of Intervention (remediation, counseling, etc.) Date: __
     Implementation: _____

     Outcome of Intervention: _____

Signatures: _____

       (student)

       _____

       (faculty)

       _____

(Witness-if requested by the student or faculty member)